

2023-2024 LICKING VALLEY HIGH SCHOOL STUDENT HANDBOOK



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EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students.

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

Andrew Douglass
Treasurer
740-763-3525

Complaints will be investigated in accordance with the School Board Policy 2260 (in the back of this Handbook). Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

NOTE: This Student Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in the Handbook since it was shared electronically. If you have questions or would like more information about a specific issue or document, contact your school principal or assistant principal, or access the document on the District's website: <https://go.boarddocs.com/oh/lival/board.nsf/public?open+id=policies> and clicking on the specific policy or administrative guideline in the Table of Contents for that section.

ALMA MATER:

Fair the light that shines on thee, rich in memory.
We will sing enthusiastic, L.V. we love thee.
Hail we L.V., sound her praises,
Sing them to the sky.
Ever stand our Alma Mater, L.V. hail all hail.

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ACADEMICS

LVLSD Grading Philosophy

In the Licking Valley Local School District, we use grades to communicate to parents, students and others, student achievement related to academic content standards. Students with an Individualized Education Plan are subject to these rules like any other student, except in cases in which their IEP specifies accommodations or modifications that conflict with these policies.

LVHS Grade Reporting

- Licking Valley High School communicates student performance to students and parents based on content standards, not assignments. A 1-4 scale will be used to communicate performance relative to each content standard:

INTEGER	DESCRIPTOR	DEFINITION
4	Mastery	Student shows in-depth mastery of knowledge, can reason using that knowledge and can consistently apply skills at a high level independently.
3	Proficiency	Student shows proficiency with knowledge, and can reason using that knowledge and perform skills independently most of the time.
2	Limited Proficiency	Student shows limited proficiency with knowledge, but needs assistance to apply it or perform skills.
1	Minimal Proficiency	Student has minimal proficiency with knowledge, and can't apply that knowledge or perform skills.

- Final course grades are calculated based on student performance on individual standards and expressed as an integer (See "Grade Point Averages," below). The Course Syllabus for each course shall clarify the following for parents and students:
 - The content standards for the course.
 - The relative weight of each standard on the final grade for the course.
 - The method of grade calculation for each standard (Examples below)
 - Weighted averaging: Marks for individual assessments are averaged, according to the weight of each assignment.
 - Most recent: The mark for the most recent assessment is the final mark for the standard.

- Decaying average: Weighting for earlier marks becomes less as more marks are added for later assessments.
- Final rating: The teacher assigns the final mark for the standard at his or her discretion using his or her professional judgment.
- Mode: The standard mark assigned is the integer (1-4) that occurs most often in the distribution of assessment marks. (EX: A student's test scores within a standard are 4, 4, 3, 3, 3, 4, 4 -- the overall mark in the standard is a 4 because it occurs most often.)
- Logic rule: Logic rule calculations assign an overall integer by applying a set of logic rules (i.e., "Earning a 4 on 80% of assessments is necessary to attain a mark of 4 for a standard.

Suspension and Expulsion:

Students who are suspended and expelled are required to do their work, for credit, under the same expectations specified above for other types of absence. The same deadlines for assignments apply to these students as students who are not suspended.

Cheating / Academic Dishonesty:

- If a student cheats, he or she will receive a Saturday School. The teacher will assess the student's learning using another assessment, at the teacher's discretion.
- Repeat infractions of the Cheating / Academic Dishonesty rule will result in one or more of the following, at the Principal's discretion:
 - 2nd offense: After-school work program, immediate revocation of athletic eligibility for the period of one week under board policy 5610.05.
 - 3rd offense: Revocation of driving privileges, revocation of Renaissance card privileges, social probation, to include but not limited to: Prohibition from attending after-school activities like athletic contests or dances, revocation of any student aide privileges, isolated assigned seating in study hall without peer studying privileges, immediate revocation of athletic eligibility for the period of two weeks under board policy 5610.05.
- Cheating is defined as any dishonest or unethical procedure involving homework, written assignments, tests, quizzes, or other assignments from a teacher. Examples of cheating are, but not limited to, plagiarism, giving work you have completed to another student for their use, crib notes, taking someone's work without their knowledge, looking off someone's test or quiz, getting a copy of a test or quiz before it is given, giving students the answers to tests or quizzes, possession of cheating materials. Possession of cheating materials includes possessing computer files that show evidence of any of the above, to include

files on any student- or district-owned hardware device or student - or district-owned software, including but not limited to e-mail accounts or online storage accounts.

- The Licking Valley Style Guide contains information about plagiarism and how to avoid it, and learning to avoid plagiarism is part of the course of study in every LVHS English class as well as many other classes
- Any use of A.I. (Artificial Intelligence) unless under the guidance or direction of the classroom teacher is strictly prohibited. Words and thoughts created that are not your own will be considered plagiarism/cheating.

Bonus points / Extra Credit.

Modifying a student's grade by adding bonus points or points for extra credit is inconsistent with our grading philosophy. Bonus points or extra credit won't affect student grades.

Reassessment

- Students should diligently prepare for assessments. There will be occasions on which a teacher wants to re-assess a student to determine their level of mastery and they may do so at their discretion. Student-initiated re-assessments (or re-submissions) fall under the following guidelines:
 - Re-assessments will occur outside of normal class time unless permitted by teacher discretion.
 - Students are responsible for doing any practice work or formative assessments that go along with the summative assessment **BEFORE** they are eligible for re-assessment. Teachers may also assign students to Panther Period/Early Out, at their discretion, before they are eligible for re-assessment.
 - Students won't have the opportunity to re-assess on any assignment they have submitted after the due date.
 - Re-assessments will occur within 5 class days of the original assessment grade being reported to students, unless extended by teacher discretion.

Late / Missing Work & Deadlines

- Grades (marks in individual content standards) may not be reduced because work is turned in late or not turned in at all, under conditions specified below. In the cases where such work constitutes a formative assessment, teachers shall inform parents of students' failure to turn in work and work with the parent and student to ascertain the reasons for work not being done and implement plans that lead to better student performance. In the cases where such work is graded (summative assessment) deadlines and consequences take effect as specified below.
 - Assignments with class time provided and advanced notice of due dates are due on the assigned due date with no guaranteed late work policy. Teachers may assign late work passes (2) per class for each semester. Students can submit the late pass on the due date and receive two days to submit the assignment. Late work passes do not roll over and cannot be submitted after the due date, or their first day back from an absence. Passes cannot be transferred between classes or students. Any student not utilizing class time for assignments can be denied use of a late pass.
 - When a student doesn't turn in work on time, teachers will immediately enter an "X" in the electronic gradebook, which reduces the student's grade until the "X" is replaced with a mark of 1,2,3 or 4.

- Students with missing work and/or failing course grades will be required to stay during early out and delays for testing.
- Failure to serve Early out, Late in or Saturday School may result in Saturday School, After School Work Program or In School Suspension. Repeated failure to serve may result in immediate revocation of athletic eligibility for the period of two weeks under board policy 5610.05, revocation of driving privileges, revocation of Renaissance card privileges, social probation, to include but not limited to: Prohibition from attending after-school activities like athletic contests or dances, revocation of any student aide privileges, isolated assigned seating in study hall without peer studying privileges.
- In all cases, teachers have sole discretion to determine whether students have demonstrated the knowledge and skills required to justify a course grade. No student will receive credit for a class when he or she has an "incomplete" (reported as an "I" on the grade card) for the final grade.

COURSE GRADES

- All permanently-recorded student grades (semester and final grades) will be calculated using the Grade Point Average chart. Students' grades are assigned at the end of a course, when all of the standards for the course have been taught and assessed. Grades are reported to parents on grade cards at the end of each nine weeks, but are not averaged together to yield a final grade. A student must pass a class for the semester / year in order to receive credit for the course. If a student fails the course, he/she must repeat the entire course if it is required for graduation.
- Course syllabi will anticipate circumstances under which a student will receive an "incomplete" for the grading period.
- The following courses are graded as "pass/fail" and thus, do not figure into the calculation of a grade-point average:
 - SWAT
 - Journey to College

GRADE POINT AVERAGES

Grade-point average (GPA) is calculated by multiplying each grade point value by each course credit value, then dividing the sum of the products by the total number of credits attempted. Values from the "Integer Minimum" column come from electronic gradebook software used by the school and are not subject to rounding. Teachers may override the final integer grade at their discretion.

Integer Minimum

Grade

Point Value

A.P. Courses

3.9-	A+	4.33	5.33
3.7-	A	4.00	5.00
3.5-	A-	3.66	4.66
3.3-	B+	3.33	4.33
3.1-	B	3.00	4.00
3-	B-	2.66	3.66
2.9-	C+	2.33	3.33
2.7-	C	2.00	3.00
2.5-	C-	1.66	1.66
2.3-	D+	1.33	1.33
2.2-	D	1.00	1.00
0-	F	.00	.00

INCOMPLETES/FAILURES

All incomplete work will be assigned an "I". No course credit will be earned as long as an "I" exists for any grading period. Any incomplete work at the end of the semester, for semester classes, or school year will result in course failure. Seniors are required to complete all make-up work 24 hours prior to commencement practice.

DROP/ADD COURSES

Students should contact the counseling office to make schedule changes before the first day of school. Students will attend the first three days of courses as published on their schedule before being allowed to make changes.

- Courses may be dropped and/or added within the first five days of the semester.
- Students dropping a course after five days of the semester will receive an "F" for the course.
- Students must pursue a minimum of 2.5 full credits each semester, not including physical education.
- Students who fail a required subject must repeat the course the following semester/year or summer school.
- Students who fail an elective subject are not required to repeat.

RENAISSANCE ACADEMIC AWARDS

Licking Valley publishes Renaissance Recognition after each nine week grading period during the year. You must have a 3.0 GPA or higher to receive recognition. To be eligible to receive a yearly academic award, a student must have a 3.0 GPA at the time of the awards assembly in May. For CCP courses taken outside of Licking Valley High School, students must submit printed grades to the counseling office from their school on the assigned dates to be considered for Renaissance academic recognition.

1st Quarter	October 16th-19th
2nd Quarter	January 8th-11th
3rd Quarter	March 18th-21st
4th Quarter	By May 10th

RENAISSANCE CARD

In order to be a Renaissance card holder you must meet the following criteria;

- 3.00-3.4999 Quarterly GPA-Blue Card
- 3.50-3.999 Quarterly GPA-Red Card
- 4.00 + Quarterly GPA-Gold Card
- Grades raised by .5 GPA will receive a White Card

ACADEMIC AWARDS

Yearly academic awards for Seniors shall be determined by GPA at the time of calculation, just prior to the Senior Academic Awards Ceremony. Underclassmen academic awards will be determined by final GPA and recognized in the fall of the next academic school year. A first year award consists of a certificate; a five inch chenille monogram letter as the second year award; a Lamp of Learning pin for their letter for the third year; and a plaque and Graduation Stole for fourth year winners.

- Cum Laude: 3.5-3.7499
- Magna Cum Laude: 3.75-3.999
- Summa Cum Laude: 4.0+

CREDIT REQUIREMENTS FOR GRADUATION (FOR CLASSES OF 2024, 2025)

Each student must earn at least twenty-two and one-quarter (22 1/4) credits in order to graduate and receive a diploma. The distribution of such credits is to be as follows:

SUBJECTS	CREDITS
English Language Arts	4
Health	1/2
Physical Education	1/2

Mathematics	4 (including 1 unit of Algebra II or the equivalent)
Science	3 (including 1 in life science, 1 in a Physical science, and 1 unit advanced study in one or more of the following Sciences: chemistry, physics, or other physical science; advanced biology or other life science: astronomy, physical geology, or other earth or Space science)
Social Studies	3 (World History, American History + American Government)
Electives	6 (including courses - with a course of study adopted by the board - adding up to six credits and not otherwise required)
Financial Literacy	1/2
Freshman Foundations	1/2
Service Learning	1/4
TOTAL CREDITS	22 1/4

Additionally, students are required to have successfully completed two semesters or its equivalent of Fine Arts in any of grades seven through twelve.

Credit may be earned at an accredited postsecondary institution.

CREDIT REQUIREMENTS FOR GRADUATION (FOR CLASSES OF 2026 AND BEYOND)

Each student must earn at least twenty-one and three-quarters (21 3/4) credits in order to graduate and receive a diploma. The distribution of such credits is to be as follows:

SUBJECTS	CREDITS
English Language Arts	4
Health	1/2
Physical Education	1/2
Mathematics	4 (including 1 unit of Algebra II or the equivalent)
Science	3 (including 1 in life science, 1 in a Physical science, and 1 unit advanced study in one or more of the following Sciences: chemistry, physics, or other physical science; advanced biology or other life science: astronomy, physical geology, or other earth or Space science)
Social Studies	3 (World History, American History + American Government)

Electives	6 (including courses - with a course of study adopted by the board - adding up to six credits and not otherwise required)
Financial Literacy	1/2
Service Learning	1/4
TOTAL CREDITS	21 3/4

Additionally, students are required to have successfully completed two semesters or its equivalent of Fine Arts in any of grades seven through twelve.

Credit may be earned at an accredited postsecondary institution.

STATE REQUIREMENTS FOR GRADUATION

Students who enter ninth grade after July 1, 2019, must satisfy the following two (2) requirements.

A. Earn at least two (2) State diploma seals, one (1) of which must include:

1. Seal of Biliteracy;
2. OhioMeansJobs-readiness Seal; or
3. State Diploma Seal in one (1) of the following areas: Industry-recognized Credential Seal; College-Ready Seal; Military Enlistment Seal; Citizenship seal; Science Seal; Honors Diploma Seal; Technology Seal.

The Board offers the following additional seal in accordance with adopted administrative guidelines: Community Service Seal.

B. Attain a competency score on each of the Algebra I and English Language Arts II end-of-course examinations. Students who receive a proficient score on Algebra I or English Language Arts prior to entering high school will fulfill this requirement and will not be required to retake the exams. Students who fail to attain the competency score in either subject will be offered remedial support and will be required to retake the exam(s) at least once. A student who fails to achieve the competency score a second time may demonstrate competency in the failed subject area by completing one (1) of the following:

1. earn course credit through College Credit plus in that subject
2. provide evidence of enlistment in a branch of the armed services of the United States; or
3. complete two (2) of the following options, with at least one (1) of the options being a foundational option
 - a. **Foundational Options:** earning a score of proficient or higher on three (3) or more State technical assessments; obtaining an industry-recognized credential; completing a

pre-apprenticeship or apprenticeship in a chosen career field; providing evidence of acceptance into an apprenticeship program after high school that is restricted to participants eighteen (18) years of age or older.

- b. **Supporting Options:** completing 250 hours of a work-based learning experience with evidence of positive evaluations; obtaining an OhioMeansJobs-readiness seal; attaining a workforce readiness score selected by the State.

Community Service Seal

Course number 002 - This course is board required for graduation. All students must complete 30 hours of community service. The students will be able to select from a wide array of community sites. The counseling office must approve all sites and a written contract must be signed by the student, parent, and school. The pass/fail grade will be based on completion of the 30 documented hours of volunteer time and a final two page typed reaction paper. All students must complete their community service and reaction paper to earn their Community Service Seal as our locally defined graduation requirement. Students have the option of earning up to a full credit by completing 120 approved volunteer hours and completing the reaction paper.

Seniors who have not completed this requirement by May 1 may lose privileges including but not limited to attendance at prom and parking in the senior parking lot. Students who are graduating a semester early must have fulfilled this requirement by December 1 of the academic year in which they intend to graduate early.

GRADE PROMOTION

Students will only be promoted from one grade level to the next when they earn the requisite number of credits to do so. A freshman must earn 5.50 credits in order to become a sophomore; a sophomore must earn 10.50 credits to become a junior; and a junior must earn 15.50 credits to become a senior.

ADDITIONAL REQUIREMENTS FOR PARTICIPATION IN GRADUATION EXERCISES

1. Payment of all relevant school fees.
2. Attainment of graduation requirements set by the Ohio Department of Education or other options provided by the department, explained on the Ohio Department of Education webpage.
3. **Attendance and participation in graduation practice.**
4. Verification of successful completion of all correspondence and other outside school work 72 hours prior to graduation practice.

CLASS RANK FOR SENIORS

The computation of grade point average and final class rank for seniors will take place when counselors certify all grades are complete and that rank will be used from that point forward whenever transcripts are printed for members of the graduating class. Final GPA calculation will include zero points for classes in which students are incomplete and students who are incomplete at that time are placed at the bottom of the class ranking.

EARLY GRADUATION

Students who desire to complete their course work in less than four years must submit a completed application for early graduation to the principal. The process and deadline for application are published yearly in the LVHS Course Offerings book, available in February. Please note that submission of a typed essay and a meeting with parent, student, counselor and principal are mandatory.

PBIS

PBIS MATRIX

PERSISTENCE
Perseveres through challenges and doesn't give up (Grit)
Actively takes advantage of redos/retakes/revisions
Accepts mistakes and applies feedback
Seeks and accepts help (Communicates)
RESPECT
Respectful towards peers, teachers, building, and self
Empathetic to others (peers, staff, etc.)
Engaged and active listener
Encourages others ideas and suggestions, engages in positive interaction
Takes care of personal belongings, school property, and curriculum materials
Uses technology responsibly way
Consciously leaves the classroom better than they found it.
Able to self-reflect on class behavior and how it affects others
Greets people with a smile, eye contact and has good manners
INTEGRITY
Seeks Feedback and self-reflects on how to improve
Is academically honest, upholds honesty in others
Cleans up after self and others
Accepts responsibility
Does best the first time
Does the right thing, even when no one is looking
Holds classmates accountable

PBIS is school-wide Positive Behavioral Interventions and Supports. PBIS is an evidence-based three-tiered framework to improve and integrate all of the data, systems, and practices that affect student outcomes every day. The broad purpose of PBIS is to improve the effectiveness, efficiency, and equity of schools and other agencies. PBIS improves social, emotional, and academic outcomes for all students.

LVHS will utilize the PBIS framework and model to ensure that we are proactively supporting and preventing unwanted behaviors by consistent data collection, universal supports, and the incentivization of positive behavioral outcomes.

The staff and administration at LVHS will routinely collaborate to ensure that data collection,

support implementation, parent /student communication and appropriate incentivization is being administered with fidelity.

DEPENDABILITY
Submits work on time
Student has minimal absences and always communicates about missing work and school
Has all necessary class materials, including charged chromebook, and is prepared for class
Uses classtime wisely
Follows through after conversation with teacher
Listens, reads, and follows directions independently
EXCELLENCE
Consistently shows leadership, positive attitudes, and willingness to go above and beyond the expectation

ATTENDANCE

Absences + Tardies: Please call the attendance line at 740-763-2118 to report absences.

1. A student who arrives late to first period class but by **8:10** is considered tardy.
 - After **8:10**, the student is absent for one-half day.
 - A student who leaves school before **1:58** PM will be charged with a half day absence. A student who leaves at **1:58** or after will be charged with a tardy. A student who leaves during the school day to attend an appointment, or for any other reason, and is gone for more than two (2) hours (121 or more minutes), will be charged one-half day absence.
2. When a student is ill, to be eligible for **any** extracurricular activity (which includes practices, rehearsals, and games, matches or performances) they must be in attendance all morning (7:29-10:42) or all afternoon (10:45-2:25).
 - A student who is **truant** will **NOT** be eligible for **any** extracurricular activity (which includes practices, rehearsals, and games, matches or performances).
 - Truancy is defined as any absence from school, class, study hall, or other assigned areas without permission of parents and/or school officials.
3. Absences:
 - Excused absences** are those for which the school has received a written excuse from the student's parent/guardian and which are approved by the school administration. **Unexcused absences** are absences for which the school has received no written excuse from the student's parent/guardian and/or absences for reasons which the school administration determines to be invalid.

- Excluded absences** are absences for medical/dental or professional appointments, weather/road conditions, and religious holidays. Absences for such reasons will not count against the student's attendance record.
- Excuses from medical/professional appointments must be submitted to the office within one (1) week of the absence.

4. All absences must be validated by written documentation from the parent or guardian within three school days following the absence or the absence will be considered unexcused. Students sent home from school with parent permission should also follow-up with a parent note, but will be excused. Please include the following information on the excuse: date of note, date of absence(s), student's first + last name, reason for excuse and parent's name. Students who are sent home from school with permission from the office and parental permission are also required to bring a note.

College Visits: Juniors and seniors may use 3 days per semester for college visitation. College visitation permission forms must be obtained in the counseling office and submitted to Student Services prior to the visit. The 3 visitation days will not count against students' attendance records. Students who exceed 7 days of absence in a semester will receive Saturday School. Should a student skip Saturday School, the Principal will add additional learning hours or service learning hours to the graduation-required 30 hours for a number of hours equivalent to the number of hours of school missed. Service learning hours must be performed through a provider on the LVHS Service Learning Provider List.

8. Chronically tardy students (tardy 8 or more times in a semester) will receive a Saturday School. This consequence will be repeated for subsequent 4-tardy infractions. Should a student skip Saturday School, the Principal will assign after-school work program for six hours. Students who skip after-school work program will be suspended for up to three days.
9. Habitually truant students (as defined in board policy 5200 and Ohio Revised Code) will be subject to Notification of the Registrar of Motor Vehicles and may lose their driver's license pursuant to Licking County Juvenile court action. The court has encouraged LVHS and other area schools to enforce this provision of the law.
11. "One day for one day" is the standard expectation for completing work after a student is absent. In other words, a student should expect to be given one day to make up work after missing one class period in any given class. Long-term project or presentation deadlines may create a different expectation for students, at each teacher's discretion.

- Example: A student misses first-period Math class because of a doctor's appointment. Upon returning, he or she is given another day to complete work that was assigned during the missed period.
 - Example: A student misses Science class on Thursday, then returns Friday -- the day of a major in-class group presentation. Because the presentation was assigned several days before and involves other students, the student who missed class is still expected to present on Friday.
12. See Grade Reduction for Late Work for additional details.
 13. Perfect attendance award: For the purpose determining yearly "Perfect Attendance" awards, the definition of "Perfect Attendance" shall be as follows: Students with perfect attendance have zero absences (half or full day) of any of the types mentioned in #3 above. Field trips and college visits do not count against "Perfect Attendance."

ATTENDANCE PROCEDURES

1. To leave school when ill, a student must (1) report to the student services office (2) get permission from a principal or secretary to leave, (3) call home on the office phone (4) sign out.
2. It is the responsibility of the student to submit a written excuse for any absence.
3. Written excuses must be submitted to the student services office.
4. Serious illness or extenuating circumstances may permit an extension of time upon validation in writing.
5. Calls will be directed to the residences of all absent students every day of the school year.
6. **Early dismissals:** The school day shall be from 7:29-2:25. Early dismissals shall be limited to professional appointments or emergencies (e.g., doctor, dentist, court appointments, funerals). Students must submit a written excuse to the Student Services Office and acquire an Early Dismissal slip in order to be excused from class by the classroom teacher. Students shall not be excused from classes for errands that can be handled after school. All professional appointments will be confirmed by the Student Services Office. Students must sign out prior to leaving.

DRESS CODE

Appearance matters! You are judged, to a large extent, by your appearance in public. This certainly includes what you wear and how you wear it to school. The fundamental mission of Licking Valley High School includes the fostering and development of social skills, respect for all people, and understanding and respecting diverse viewpoints, all with the goal of providing a safe, friendly and productive learning environment for all students. The purpose of this dress code is not to shame students for their wardrobe choices, but to provide an appropriate educational environment while

allowing students to dress comfortably within limits to facilitate learning. Student attire can have a positive or negative effect on the learning process, contribute to student success, and generate a safe and positive learning environment. We expect students to maintain an appearance that does not detract from the educational process. Licking Valley High School Dress Code provisions prohibit language and/or images which create a hostile, intimidating, harassing or offensive learning environment. In addition, such language and/or images are prohibited if they are insulting, abusive, threatening or harassing to any member of the school staff or student body based upon issues such as sexual orientation, gender, ethnic background, religious beliefs or disabilities; therefore, students are expected to meet reasonable standards in their dress and grooming. **The following are prohibited:**

- Hats, hoods and other head coverings
- Sun glasses
- Tank tops that don't cover the sides of the torso.
- Transparent clothing
- Clothing that exposes the midriff and/or undergarments. Shirts, tops, blouses, etc. must cover the midriff when arms are raised to shoulder level parallel to the floor.
- Clothing displaying references to tobacco products, alcohol, drugs, drug paraphernalia, or other illegal items or activity
- Clothing that depicts or threatens violence
- Clothing that contains sexual innuendo (e.g., Hooters/Playboy shirts)
- Shorts, skirts, dresses shorter than a line midway between the top of the knee and top of the inseam, and clothing with holes or tears above a line midway between the top of the knee and top of the inseam.
- Pajamas
- Blankets
- Confederate Flag/Stars and Bars
- Wallet chains, heavy or oversized jewelry worn around the neck, wrist, or waist
- Any attire deemed inappropriate and/or disruptive to the educational process
- All outerwear must cover underwear

Students who violate the dress code will be subject to the following:

- 1st offense-warning
- 2nd offense-warning that next offense will include a consequence
- 3rd offense-office issued detention

4th offense-Saturday School or work program

Additional offenses may include suspension

Students who refuse to comply with this dress code when asked to change clothes or correct an issue will be considered insubordinate and disciplined accordingly. Such discipline may include detention, Saturday School, work program, or suspension.

STUDENT CODE OF CONDUCT

Positive behavior and a non-disruptive environment are essential to a quality educational program. It is the philosophy of Licking Valley High School that each student is responsible for his or her behavior. This Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and all property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, this Code of Conduct includes:

1. misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property;
2. misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of a school official or employee.

Involvement in the activities described in this section may result in verbal or written warning or reprimand, parental contact or conference, detention, Saturday School, emergency removal, after-school work program, in-school-suspension, out-of-school-suspension, expulsion, and/or referral to law enforcement agencies.

1. The **classroom/learning environment** must be a learning situation and any attempt to decrease its effectiveness as a learning center will not be tolerated.
2. Students should not be in the hall without a pass once homeroom begins.
3. Boyfriends and girlfriends are to avoid physical contact at school. Repeated public displays of affection (**PDA**) will be subject to disciplinary action. In the case of conflict between boyfriends / girlfriends, consequences may include prohibition of further contact for a specified period of time.
4. Transportation sponsored by the school or school organizations is under school regulations.
5. A student cannot be removed from school by anyone other than the principal or other administrator, superintendent, parents/guardian, or officer of the law.
6. Parents and other adult visitors must secure a visitor's pass from the principal's office. School age visitors are not permitted on campus.
7. For safety reasons, students should **not bring infants** to school.

8. **Posters and announcements** must have the approval of the principal before being displayed in the school.
9. All students are expected to leave the school building at the end of the day unless remaining for a special school activity or other recognized school business.
10. **Bathrooms** stalls are for 1 person only. Multiple parties in a stall will be subject to disciplinary action. Any conduct other than going to the bathroom, including cutting hair, playing games, making videos, or other non-bathroom activities will be subject to disciplinary action.
11. Throwing objects at school may injure another person and is therefore prohibited.
12. Students who are **out of their assigned area** without permission from a staff member may be placed in Saturday School. Repeat offenders will be suspended.
13. **Horseplay/roughhousing** are prohibited. Horseplay that leads to bodily injury or damage to property may result in up to and including expulsion and/or referral to law enforcement agencies.
14. Any behavior either written, spoken, or acted out, including gestures, that **degrades, insults, threatens or otherwise offends another person** on school property or at a school activity is illegal. The school will protect the rights of others in the school environment regardless of race, religion, gender, economic status, national origin, or handicapping condition. Examples of such illegal behaviors are, but not limited to, racial slurs written on books, lockers, etc., symbols of negative behavior either worn, written, accessed/downloaded and or printed from a computer (i.e., illegal drug symbols/pictures, racist materials, swastikas, Confederate flags, etc., images of graphic violence and use of offensive language.
15. **Trespassing / Loitering**: Students are not permitted on school grounds before 7:00 am or after 3:00pm unless they are participating in a school-sponsored activity under the direct supervision of a coach or advisor. Exceptions to this rule are granted by permission of the principal only.
16. **Computer Misuse**: Such conduct falls under the school theft and/or school vandalism policies of the Licking Valley High School Student Code of Conduct, and may result in Saturday School or out-of-school suspension and recommendation for expulsion. Such misuse includes but is not limited to:
 - Vandalism or destruction of property of any kind;
 - Tampering with the school's computer network system hardware or software;
 - Unauthorized access to secured computer-based information;
 - Tampering with secured computer-based information;
 - Computer hacking, attempting to hack, and/or researching hacking techniques;
 - Downloading/installing software to school computers;

- Downloading and/or printing any offensive, obscene, sexually explicit, and/or pornographic materials
- Using school technology tools to engage in harassing behaviors of other students or adults, whether this behavior occurs at school or outside of school.
- Note: There is no expectation/right of privacy for a student using a school computer/technology and/or his or her personal lap-top, cell phone, or computer/technology at school. Any electronic device that causes a disruption to the educational environment and/or process or is prohibited at school will be subject to confiscation and search. Again, students and parents should be aware that students have no expectation/right of privacy in the electronic devices named above or other electronic devices they possess at school, or own and end up at school whether or not they actually brought them to school or -whether or not they possess them when/if the device(s) is confiscated. With reasonable suspicion, any electronic device, including but not limited to cell phones, laptop computers, cameras and data storage devices that a student possesses, or owns and has brought to school or ends up at school may be searched.

GROSS DISCIPLINARY VIOLATIONS

Gross violation of the Student Code of Conduct during curricular or co-curricular activities, whether on school property or away, if it impacts the school facility, Licking Valley students, and or Licking Valley school personnel, may result in assignment to Saturday School, an out-of-school suspension of up to ten days, expulsion from school, removal and/or exclusion from the activity, and/or arrest if necessitated by the offense.

Gross violations include, but are not limited to:

1. **Assault** or encouragement of assault, on school premises or under jurisdiction of the school, or at a school sponsored activity, away or at home.
2. **Disrupting school**, a student will not, by use of violence, force, coercion, threat, harassment, insubordination, noise, passive resistance, false alarm (including fire and bomb threats) or repeated acts of misbehavior cause disruption or obstruction to the educational process, including all curricular and extracurricular activities. Students who repeatedly disrupt a classroom will be removed from the class, given a failing grade, and placed in study hall.
3. **Failure to Serve:** Failure to serve the full duration of an assigned detention or Saturday School may result in the student being assigned a more severe consequence.

4. **Fighting**, or encouragement of fighting, on school premises or under jurisdiction of the school, or at a school sponsored activity, away or at home. Fighting involves the striking or kicking of another person with the hand, feet, or a weapon of any kind. Physically preventing a staff member from stopping or intervening in a fight or potential fight is strictly prohibited, as is verbally encouraging others to do the same. Video or audio recording of a fight exacerbates an already unsafe situation, is disruptive and is prohibited. Violators may be subject to the same penalties as students guilty of fighting.
5. **Firearms, Weapons + the School**: The definition of a firearm shall include any weapon (including a starter gun, air- and gas-powered guns) which will or is designed to or may readily be converted to expel a projectile; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the 18 U.S.C.A. Sections 921-924), which includes, but is not limited to any ammunition, any explosive, incendiary, or poisonous gas; bomb, grenade, or rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine or device similar to any of the devices described above. **Please see Licking Valley School Board Policy 5T12 - WEAPONS included in the back of this handbook.** Students are prohibited from bringing or being in possession of a firearm on school property, in a school vehicle, or to any school sponsored activity. If a student brings or is in possession of a firearm on school property, in a school vehicle, or to any school sponsored activity, the principal shall suspend that student for 10 days and recommend expulsion to the Superintendent who shall expel the student from school for a period of one calendar year.
6. **Fire Safety**: Burning, lighting, detonating any combustible or explosive on school premises or vehicles, which endanger life, property, or welfare of the staff, patrons, or students will not be tolerated. All cases of setting/starting a fire will be reported to the State Fire Marshall's office and other law enforcement agencies for investigation. Any student initiating or encouraging a false alarm or bomb scare will be subject to suspension/expulsion and reported to law enforcement officials.
7. **Forgery, Falsification, and Lying**: A student shall not falsely represent or attempt to falsely represent any information (names, dates, times, grades, addresses, etc...) on school forms or any correspondence given to school officials.
8. **Gambling**: Gambling is prohibited at all times. A student shall not play a game for money or other considerations. Students who gamble on an activity in which they are involved may be banned from that activity.

9. **Harassment/Bullying:** repeated inappropriate behavior and/or unwanted persistent behavior negatively affecting other students and/or staff members. (See School Board Policy 5517.01, included in the back of this handbook)
10. **Hazing** any other student, during co-curricular activities or curricular activities. Hazing shall be defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, assumption of risk, and/or failure to report hazing by the individual subjected to hazing shall not lessen the prohibitions contained in this policy.
11. **Inappropriate Materials:** Students are not to possess, bring, transmit, conceal, write, draw, create, sell, or offer to sell material which is considered offensive, obscene, sexually explicit, and/or pornographic, or otherwise inappropriate in the school environment. Examples include but are not limited to depictions of violent, sexual or illegal activities like drugs and alcohol.
12. **Insubordination:**
- Refusing repeatedly to subject oneself to directions of teachers, student teachers, substitute teachers, teacher's aides, principals, bus drivers, or other authorized school personnel during the time the student is under the authority of school supervision at the home school or away. This includes refusal to do assigned schoolwork.
 - Assaulting verbally, physically, or by making gestures to a school employee, student, visitor, or other person charged with school related responsibilities, whether on or off school premises.
 - Disrespectful behavior towards any school employee is a serious offense and will not be tolerated.
 - Insubordination includes knowingly and willfully violating the Student Code of Conduct.
13. **Interference with an Investigation:** Student(s) who fail to tell the truth, serve as a lookout for someone violating the provisions of this handbook, or attempting to prevent the apprehension of another person shall be subject to disciplinary action.
14. **Knives + the School:** Students are also prohibited from bringing or being in possession of knives on school property, in a school vehicle or to any school sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle. For purposes of this policy, further criteria must be considered. A knife will also be defined as:
- Any instrument capable of cutting, slashing, or puncturing.
 - An instrument or device capable of inflicting death.

- An instrument designed specifically adapted for or used as a weapon. Simple pocket knives are prohibited on school property, in a school vehicle, or to any school activity.

If a student brings or has possession of a knife or any other weapon on school property, in a school vehicle or to any school sponsored activity, the principal shall suspend that student from school and recommend expulsion for a period of one year. An expulsion under this provision would have the same implications as noted in the firearms section.

15. **Narcotics, Alcoholic Beverages, and Drugs:** Possessing, delivering, arranging for delivery, selling, offering for sale, using (or assisting another student in using), concealing, attempting to purchase or showing evidence of having used any narcotic, alcoholic beverage, inhaled intoxicant, marijuana, counterfeit controlled substance, over the counter mood-altering substance, drug, or controlled paraphernalia. For violators of this policy, the building principal or assistant principal shall suspend students 10 days and recommend expulsion. **A counterfeit controlled substance is:**

- Any drug that bears or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name, or identifying mark.
- Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed as such:
- Any substance that is represented to be a controlled substance but is not a controlled substance.
- Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its labeling-packaging, distribution, or the price for which it is sold or offered for sale.
- All forms of medication, prescription and non-prescription, are to be registered on a use form in the principal's office. Possession of a controlled substance or counterfeit controlled substance will result in suspension, expulsion, and possible arrest of the offending student.
- Any medication, which must be taken at the school, is to be stored in the high school office. Such medication shall be dispensed following the instructions of the completed medical use form.

16. **Other Weapons + the School:** The Superintendent may expel a student for weapons other than the possessions of a firearm or knife. Other dangerous weapons are prohibited on school property, in a school vehicle, or to any school activity. These weapons may include, but not limited to, metal knuckles, straight razors, razor blades, noxious irritants, poisons, or other items possessed with intent to use, sell, harm,

threaten, or harass students, staff members, parents or community members. Expulsions under this provision would have the same implications as noted in the firearms section.

17. **Look-Alike Weapons and Ammunition:** Look-alike weapons and bullets have no place in the school environment. For example, bullets on keychains or necklaces are prohibited, even if they are visibly unable to be used as ammunition. Bringing fake weapons (to include, but not limited to plastic guns, grenades or knives) is likewise prohibited. In either case, consequences may include anything up to expulsion.
18. **Repeated Violations:** Repeated violations of the Student/Parent Handbook/code of conduct may increase the severity of one's disciplinary consequences.
19. **State and City Ordinance:** A student shall not violate any Ohio Revised Code Sections of State law or Newark City Ordinance. This includes but is not limited to theft. **Theft includes unauthorized access to confidential information.**
20. **Threats and Intimidation:** 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 with physical violence or coerce by any means any student, teacher, or other school employee or visitor. Intimidation shall include, but is not limited to threats used to extort money or any other item of value from another student or person.
21. **Using TOBACCO / NICOTINE / VAPING** in any form on school premises is a gross violation.

LVHS TOBACCO / NICOTINE / VAPING POLICY:

A student will be considered smoking/using a tobacco/nicotine/vaping product if they are guilty of possessing, delivering, arranging for delivery, selling, offering for sale, using (or assisting another student in using), concealing, attempting to purchase or showing evidence of having used any tobacco product or vapor cigarette. This includes instances in which:

- He/she is holding a lit or unlit cigarette/cigar/vape/other tobacco product.
- He/she has a lit or unlit cigarette/tobacco/vape product in his/her mouth.
- He/she appears to be discarding a lit or unlit cigarette, vape or tobacco product.
- He/she is in a restroom stall from which there is obvious smoke/vapor coming from the stall.
- The odor of tobacco on a student's breath is sufficient for reasonable suspicion of tobacco use.
- He or she is in possession of a vape or other form of electronic cigarette.
- Any vape found on school property is subject to further testing for possible other substances.

Consequences can be modified upon results of additional testing to meet other school and handbook policy.

- If any staff member observes the above, the consequences will be After-School Work Program and a loss of during-class bathroom privileges. Repeat offenses will earn suspension.
 - Possession of cigarette lighters and or matches may result in consequences up to suspension.
21. **Destruction / Misuse of Property:** Willfully destroying, damaging or stealing of school or private property. Costs to replace or repair items damaged or stolen shall be borne by the offending student. This includes creating unsafe, unsightly or unsanitary conditions (including spitting) that require school staff to clean up or otherwise address.
 22. **Profanity and/or Obscenity:** A student will not, by written (including technology), verbally, by gestures, or other means, annoy or humiliate others or disrupt the educational process by using profanity or obscenity.
 23. **PDA:** Boyfriends and girlfriends are to avoid physical contact at school. Public displays of affection (**PDA**) will be subject to disciplinary action.
 24. **Sexual Conduct:** Students will not engage in sexual conduct—wanted or unwanted—on school property. The same prohibition shall apply to solicitation of sexual conduct.
 25. **Driving violations on school property:** Dangerous and unsafe behavior in and around vehicles in the parking lot becomes a gross disciplinary violation when student behavior endangers the life or health of students or adults, or is sufficiently severe to potentially endanger students or adults. Example: using a vehicle to strike pedestrians, other vehicles or physical structures.

SEXUAL HARASSMENT

- A. The Licking Valley Local School District is committed to eliminating and preventing sexual harassment from all schools and facilities. Sexual harassment is improper, immoral, and illegal and will not be tolerated within the District. This policy is implemented to inform both students and personnel as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment within the District. A definition of sexual harassment by Ohio and Federal law as defined by Ohio and Federal law is unwanted sexual advances, or unwanted visual, verbal or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:
 1. Unwanted sexual advances, including propositioning.
 2. Explicitly or implicitly offering employment benefits in exchange for sexual favors.
 3. Making or threatening reprisals after a negative response to sexual advances.

4. Non-verbal conduct: leering, making sexual gestures; displaying sexually suggestive objects, pictures, cartoons or posters.
5. Verbal conduct: making or using sexually derogatory comments.
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.
7. Physical conduct: touching, assault, impeding or blocking movement.

This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as legal use.

B. What to do if you are sexually harassed.

When unwelcome activities described above of a milder nature occur, the best thing is to say that you are uncomfortable with the behavior and ask that it cease. If the behavior does not cease, then recourse for staff should be sought through the District Superintendent. Recourse for students should be through any school counselor or administrator.

- C. Any member of the school community who believes that he or she has been subjected to sexual harassment or is aware of sexual harassment toward another person should report the incident(s) to the Superintendent or the responsible building principal.

SEARCH & SEIZURE

1. Student lockers, desks, cabinets, and similar items are the property of the Licking Valley Board of Education and are provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who use/occupy them. School lockers, desks, cabinets, etc., and their contents are subject to search by school authorities at any time and without warning.
2. Personal searches will be made by school officials if reasonable grounds exist. Any person suspected of having weapons or illegal substances which present a danger to persons or property will be searched immediately, and all such items seized, and law enforcement officers will be notified.
3. The school administration recognizes the importance of maintaining a safe and secure environment for all students and staff members and reserves the right to conduct reasonable searches using hand-held metal detecting wands to deter the possession of weapons, dangerous objects, or items that may disrupt the learning environment.

- b. Searches using hand-held metal detecting wands shall be conducted by building administration or SRO who have received appropriate training and guidance on proper search techniques, privacy considerations, and safety precautions.
 - c. Searches will be conducted by staff members of the same gender as the student being searched or, if unavailable, in the presence of a witness of the same gender.
 - d. If a hand-held metal detecting wand alerts to the presence of metal, the administrator shall follow established procedures for handling positive detections in accordance with school protocol and appropriate disciplinary actions may be taken.
4. In an attempt to create the safest school environment possible at Licking Valley High School, any vehicles parked on school grounds are subject to searches by school authorities or the school resource officer.
 5. Failure to comply with a reasonable search will be considered an assumption of guilt and the student disciplined accordingly.

EMERGENCY REMOVAL

1. Removal from the premises - a Superintendent, principal or assistant principal may remove a student from curricular or co-curricular activities.
2. Removal from an activity, but not from the premises - a teacher may, as an emergency act, remove a student from activities. The teacher must write a letter to the principal stating the reason for removal as soon as possible after such removal.

FRIDAY DETENTIONS

Friday Detentions are a form of student discipline used when students skip a teacher assigned detention or commit a minor infraction of the Student Code of Conduct. Friday detentions are held every Friday afternoon from 2:30 pm to 3:30 pm in the Student Services office. Students must arrive on time and stay the entire 60 minutes. It is the student's responsibility to arrange for transportation home. Students who fail to serve an assigned Friday detention will be assigned an In-School Suspension.

AFTER-SCHOOL WORK PROGRAM

The After-School Work Program is an alternative offered to students as a discipline measure in lieu of Saturday School or Out of School Suspension when the administrator deems it appropriate. Students serving in the After-School Work Program will be assigned specific days to report to Student Services after school, at which time they will be assigned to a staff member, who will then assign them work duties for two (2) hours per day assigned.

If a student assigned to the After-School Work Program arrives late, fails to appear, or leaves without permission, he or she may be assigned a Saturday School or given three (3) or more days of Out of School Suspension.

SATURDAY SCHOOL POLICY

Saturday School Description: Saturday School is a form of student discipline used to deal with unacceptable behavior in lieu of suspension. It will also be used for students with excessive absences (8 or more) who need to make up school days in conjunction with the attendance policy. One day of Saturday School served makes up for one day of excessive absence.

- Saturday School is held at Licking Valley High School from 8:00 A.M.-12:00 P.M.
- Students who fail to attend Saturday School, and are not excused with a doctor's note for the assigned Saturday, will be assigned after school work program or suspended from school for not less than three (3) days.
- Students reporting late to Saturday School may be sent home and may be given additional Saturday School assignments or suspended.
- Students in Saturday School will work on school work for four (4) hours. Students reporting to Saturday School without sufficient school work for four (4) hours, or refusing to do work will be sent home, and may be suspended from school for not less than three (3) days. Students who do not have school work to do, should bring enough reading material for four (4) hours.
- From time to time, students may be asked to do menial work around the school such as, but not limited to, picking up litter around the campus. Students may choose not to participate in the work but must do so civilly and must then continue doing school work during the time other students are working.
- Students will not be permitted to put their heads down or sleep.
- Students disrupting Saturday School and/or refusing to cooperate with the Saturday School teacher/supervisor will be made to leave Saturday School, and may be suspended from school for not less than three (3) days.
- Students will not be allowed to go to their lockers or use the phone unless supervised. Cell phones are not permitted.
- No food or beverages are permitted.

SUSPENSION / EXPULSION

Preface: A violation of any rule may result in disciplinary action, including suspension and expulsion.

- "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year. The Superintendent/ building Administrator may apply any or all of the period of suspension to the following school year. **Days in which school is not in session or school has been canceled for a calamity day, do not count as part of the student's days of suspension.** For example, if a student is under a 3-day suspension for Monday, Tuesday and Wednesday and we have a snow day on Wednesday, Wednesday will not count as one of the three days of suspension so the student's third suspension day will be Thursday and the student will return to school on Friday.
- "Expulsion" shall be the exclusion of a student from the schools of the District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place, or for one (1) year in some cases*.
- * Use or possession of weapons at school, on school property, or at a school activity; inflicting serious physical harm to persons or property at school, on school property, or at a school activity.
- Students who are suspended or expelled may not be present on school property, participate in or attend any school activities or contests, or be present at activities on property controlled by the school.

GRADUATION

The Board shall award a regular high school diploma to every student enrolled in the District who meets the requirements of graduation established by the Board or who properly completed the goals and objectives specified in his/her individualized education program (IEP) including either the exemption from the requirement to complete the achievement tests required by the State Board of Education in order to graduate. Each student must also demonstrate, unless exempted, at least a proficient level of skill on the achievement tests required by the State Board to graduate. Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal or those students who have been deemed eligible to participate in such exercises in accordance with the terms of their IEP. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct and/or failure to meet financial obligations so warrants. Participation in the graduation ceremony is not a right; it is a privilege that can be revoked for disciplinary reasons. Licking Valley High School does

not allow students to participate in a "social graduation" if the above requirements have not been met. See Licking Valley Board Policy 5460.

GRADUATION HONORS

- LVHS will recognize distinguished graduates using the Latin system, as follows:
 - Graduates with a 4.00+ GPA will **graduate Summa Cum Laude.**
 - Graduates with a 3.75+ GPA will **graduate Magna Cum Laude.**
 - Graduates with a 3.50+ GPA will **graduate Cum Laude.**
- LVHS student commencement speakers will be determined through a process that includes candidates giving their speech to a selection committee that includes staff, students and community members.

STUDENTS WHO HAVE BEEN INCARCERATED

Absences from school due to incarceration will be considered excused.

STUDENT WITNESS STATEMENTS, STUDENT RECORDS AND STUDENT PRIVACY

Due to state and federal student privacy laws such as Section 99.3 of the Family Educational Rights and Privacy Act (FERPA) and Licking Valley School Board Policy #8330 (attached policies in back of this handbook) that require that all student records remain confidential, only school administrators and relevant school personnel who have a legitimate educational interest in the information will be permitted to view student statements, disciplinary records and other student records and files.

ELECTRONIC SURVEILLANCE

Licking Valley High School has an updated video surveillance system that has been installed inside and outside of the facility as a safety measure and a means to protect school property. Cameras will record 24 hours a day throughout the entire year due to the extended use of the facility. Areas that are under video surveillance will be posted within the school. Section 99.3 of the Family Educational Rights and Privacy Act (FERPA) and Licking Valley School Board Policy and Administrative Guideline 8330 establish electronic/digital formats, tapes, and films as student "record(s)" that must remain confidential. In order to maintain student record confidentiality, only school administrators and relevant school personnel who have a legitimate educational interest in the information will be permitted to view electronic surveillance tapes, discs and other electronic surveillance files. In the event that court officials subpoena video surveillance records, those records enter the jurisdiction of the court and may be used as evidence during court proceedings. For the

purposes of LV Board Policy 7440.01, this section of the student handbook constitutes Notice of Surveillance for students.

SCHOOL SPONSORED DANCES

School dances are extracurricular school activities governed by the LVHS code of conduct outlined above. Attending a school dance is a student privilege, not a student right! Students and their guests attending school sponsored dances are expected and will be held accountable to behavior that falls within the boundaries established in the student code of conduct, and all relevant and documented penalties for misbehavior apply. Individuals who meet one or more of the following criteria shall not attend LVHS dances:

- Students under suspension or expulsion from LVHS or any other high school anywhere;
- All middle school students;
- LVHS drop-outs, unless they can provide verification of having attained a high school diploma or completed a GED;
- Individuals 21 years of age or older on or before the date of the scheduled dance;
- Any individual that, after investigation, the LVHS administration has deemed unworthy or unsafe to attend an LVHS dance.

BUSES

Under the laws of the State of Ohio, it is a privilege and not a right of high school students to be transported by bus to and from school. Please consider these bus rules. Violation of bus rules may result in a suspension of bus privileges.

- Student conduct must not endanger the safety and welfare of other people on the bus.
- Use/possession of tobacco products/vapes is not permitted on the bus.
- The bus driver has jurisdiction over all student conduct on the bus and at the bus stop.
- An excuse to get off the bus at other than the proper stop must be written in advance by a parent or guardian and you must contact the Transportation Supervisor at 763-3775 for permission. The Transportation Supervisor will contact the school, who will issue a bus pass. All school rules are in effect while students are riding the school bus or at bus stops.

DRUG TESTING

All extra-curricular participants grades 7-12 must be drug tested in accordance with Handbook of Interscholastic Athletics. Random tests are also given throughout the season. Those drug tested include athletes, cheerleaders and band members.

FIRE AND TORNADO DRILLS

Directions are posted in every classroom and study hall. Students are asked to be quiet during a drill. Each teacher will explain drill regulations on the first day of school.

COUNSELING OFFICE

The Counseling Office is in existence to assist students in solving problems in many areas. The problem may be vocational, educational or social in nature. We urge you to utilize whatever counseling facilities we have available.

- The PSAT test is recommended for all college bound juniors. It is the National Merit Scholarship Qualifying Exam for junior students. See Mr. Campbell for details.
- Both the cost and requirements for college entrance may vary from year to year. If you expect to go to college, you should consult various college catalogs and be sure you are taking the correct subjects for entrance. This should take place as early as your freshman year. See your counselor for required tests such as the Scholastic Aptitude Test (SAT) and/or the American College Test (ACT). Parents and students should confer with the counselor about scholarships and other information related to college. A financial aid workshop is held in January or February.

CAREER TECHNICAL SCHOOL

Students wishing to attend the C-TEC of Licking County must plan in advance. You should contact the counseling office to find out what requirements are necessary for entry. Students should have obtained at least eight credits during the first two years of high school, have a good attendance record, and have established the idea that you work hard to learn. You should have acquired two credits in social studies, math, science, English and completed physical education and health, during the first two years of high school.

GYMNASIUM

Stay off the main gym floor except when wearing gym shoes, in stocking feet, or when the floor has been properly protected.

LOCKERS

Each student will be assigned a hall locker upon request at the high school. Lockers are school property and are on loan to students. To protect your property, students are required to use a lock for their locker. The school cannot assume responsibility for the theft or loss of belongings from lockers. Students should use the lockers assigned to them by the school. Students are to refrain from writing inside or otherwise defacing school lockers.

LUNCH

All students must eat their lunch in the commons area. At no time will students leave the building for lunch or a snack. The lunch period is informal, but good manners and consideration of others are expected at all times. Students are requested to observe the following regulations and procedures:

- Always go to the end of the line. Do not ask others to purchase food for you.
- Food can be purchased only during lunch periods to be eaten as part of the lunch. During good weather, food may be taken to the courtyard with approval from the lunch room supervisor.
- Please do not move any tables or chairs from their assigned places.
- Take only the amount of ketchup, dressing, and other condiments you will eat.
- Observe good table manners.
- When finished eating, put your trash in the proper container and return trays to the dish washing area.
- Return chairs to the proper position under the table.
- Quiet conversation is to be expected during lunch.
- No more than six students at hexagonal or eight at rectangular tables.
- One student per chair. Students are not to sit on each other's laps.
- Students may not bring/invite guests to the school to eat lunch with them.
- Food from outside restaurants may not be delivered or brought to students.

Licking Valley Meal Charging Policy

The Licking Valley School District Food Services Department has an established meal charge policy in place for all students. The purpose of having a meal charging policy enables our schools to establish consistent and clear food service account procedures throughout the district. It allows the district to maintain fiscal integrity and solvency of the food service department while providing meal options that meet the nutritional needs of our students. We understand that although efforts to keep a child's food service account in a positive standing are there, we understand that there are times where parents may forget or other unforeseen circumstances can occur. Meal charging shall be used as a temporary solution only and do not address a parent/guardian's inability to pay. In those instances, an

application for free or reduced meal benefits should be completed and turned in to the food service office. Students at all schools may charge three full lunches to their food service account. Once the student's account goes negative, a parent/guardian will receive notification of the account balance with the expectation that the outstanding balance be paid in full. If a student's balance becomes negative, we may also restrict a la carte purchasing as well.

The Food Service Department has set goals to ensure the success of the program and they are as follows:

- To provide our students with a healthy, flavorful meal.
- To treat all students with dignity and confidentiality in the serving line.
- To ensure that no child goes hungry.
- To foster open and clear communication with staff, students and parents/guardians.

To maintain the charge policy consistently throughout the district regarding meal charges.

Licking Valley school district recognizes that special circumstances arise in every situation. If you experience a personal hardship or are struggling in any way, please do not hesitate to reach out to the Food Service Director, Michelle Aronowitz, at 740-763-2433 OR your building Principal.

MEDICAL SERVICES

Anyone feeling ill should report to the office or to a teacher immediately. Do not go to the restroom and stay. Do not leave school without permission from a principal or secretary. Arrangements will be made to contact your parents and family doctor, if necessary. Any student who deviates from this procedure will be considered out of his area without permission. Students leaving a class to go to the restroom or office without permission of the teacher will be subject to disciplinary action as being insubordinate.

School Health:

1. The school's clinic is located off the office area. When you are injured or become sick at school, you should report to the office.
2. Prescription Drugs + Other Medications may have occasion to be brought to school. Each student is given a "Dispensing of Medication Form" at the beginning of the school year. A form must be filled out every time and signed by both the doctor and the parent/guardian and brought to the office where it will be kept on file.
3. Immunizations are required. The MMR vaccine is required of all students in grades 9-12. Students may be excluded from school until the vaccine is obtained. The hepatitis B vaccine and tetanus shots are recommended.

DRIVING / PARKING

Driving a car to school and parking on school grounds is a privilege, not a right. All students wishing to drive to school must submit an application to the Student Services office for a parking tag. The application must be completed, signed by the parents, and returned with ten dollars (\$10.00) within the first two weeks of the school year, or immediately after students get their driver's license and wish to drive to school. Infractions like the ones listed below may result in students having their driving privileges suspended or revoked, or other disciplinary action.

- Driving dangerously, including but not limited to excessive speed, doing donuts, burnouts, etc.
- Holding up traffic before or after school by blocking one or more lanes, especially blocking school buses.
- Failing to yield the right of way when exiting the parking lot.
- Driving any vehicle in areas not meant for vehicle traffic, i.e., sidewalks, yard, athletic fields.
- Failure to buy a parking pass.
- Parking anywhere besides within white-lined parking spaces, or blocking in other vehicles.
- Parking spots may be assigned by administration and/or students may be able to select spaces based on merit and fundraising opportunities for painted spaces for Seniors.

TELEPHONE USE

- The school secretary or principal must authorize the use of the telephone.
- Students are not permitted to use the school phone except when conducting authorized business or in the case of an emergency.
- To leave school during the day, it is necessary to call from the office telephone.

CELL PHONES

Students are encouraged to learn and practice polite and respectful use of cellphones while in school and everywhere else. Accordingly, students should silence their phones and keep them out of sight during class, meetings, assemblies or study hall unless invited or directed by a staff member to do otherwise. This means when the bell rings to begin class, cellphones are silenced and out of sight. Students and parents should be aware that students have no expectation or right of privacy in electronic devices, including cell phones, they possess at school, or own and end up at school whether or not they actually brought them to school or whether or not they possess them when/if the device(s) is confiscated. With reasonable suspicion, any electronic device, including but not limited to cell phones and laptop computers that a student possesses, or owns and has brought to school may be searched. Students may be required by teachers to leave their cellphone in the classroom if they are using a pass to go to the restroom.

Consequences for violation of cell phone policy:

1. First offense: Cell phone will be confiscated and must be picked up by a parent.
2. Second offense: Cell phone must be picked up by parent. Choice of consequences: Cell phone confiscated for two weeks **OR** Saturday School.
3. Third offense: Cell phone must be picked up by parent. Choice of consequences: Cell phone confiscated for three weeks **OR** 3 days After-School Work Program.
4. Fourth offense: Cell phone must be picked up by parent. Choice of consequences: Cell phone confiscated for remainder of school year **OR** 3 days In-School Suspension.

ELECTRONIC DEVICES

Phones, iPods, Earbuds, radios, earphones, headsets, walkie-talkies, musical devices or instruments, and other electronic devices are not permitted in classrooms, but may be used during lunch or study halls with teacher/staff permission. Disruption of the educational environment and other students is prohibited. The school administration discourages all of the above electronics on school property as these devices are prone to disruption of the educational process and theft. The student who brings any such devices on school property does so at their own risk. Any electronic device that causes a disruption to the educational environment and/or process will be subject to confiscation and search. Students and parents should be aware that students have no expectation or right of privacy in the electronic devices named above or other electronic devices they possess at school, or own and end up at school whether or not they actually brought them to school or whether or not they possess them when/if the device(s) is confiscated. With reasonable suspicion, any electronic device, including but not limited to cell phones, laptop computers and data storage devices that a student possesses, or owns and has brought to school may be searched. In accordance with board policy 5136.01, unauthorized video or audio recording of other students with any device, whether board-owned or otherwise, is strictly prohibited. **Please see Licking Valley School Board Policy 5136.01, in the back of this handbook.**

WORK PERMITS

Students requesting a work permit must obtain permission from the principal prior to picking up an application. Upon completion, these applications should be returned to the high school office.

TEXTBOOKS

Textbooks and digital textbooks are school property on loan to the student. The student is responsible for the safekeeping of the books. For paper textbooks, the student's name, school year, and the condition of the book (i.e.,

new, good, fair, poor) are to be listed on the inside of the book's front cover. Students will be required to pay for all books that are lost, stolen or damaged in any way.

EXTRACURRICULAR/CO-CURRICULAR PRIVILEGES

Student participation in extracurricular/co-curricular activities is a privilege not a right.

- A student's participation in extracurricular/co-curricular activities may be withheld for failure to actively participate in state testing intervention/remediation/assistance/preparation courses and/or programs.
- A student's participation in extracurricular/co-curricular activities may be withheld if students fail to pay their school fees in a timely and responsible manner.
- A student's participation in extracurricular/co-curricular activities may be withheld if students fail to pay restitution for the damage or destruction of school property, a staff member's property, a student's property and/or a school neighbor's property in a timely and responsible manner.

EDUCATIONAL OPTIONS PROGRAM POLICIES AND PROCEDURES

- The purposes of the educational options program are as follows:
 - Provide a pathway to graduation for LV students who have left without earning a diploma or have left for other forms of online schooling.
 - Provide a means to maintain academic progress for students who are expelled or can't be present at school for other reasons.
 - Provide a method of credit recovery / academic progress for students who are at-risk.
 - Provide an educational option for students with illnesses that prevent them from attending school.
 - Provide an opportunity for enrichment for all students, complementing existing course offerings.
- Steps to Enrolling in the Program:
 - Complete Agreement form with Educational Options Coordinator for approval
 - Once approved, follow LVHS enrollment procedures with HS Principal
 - Once enrolled, meet with Coordinator, Mr. Adam Arcuri to set up a schedule of classes needed for course completion. New students will be supplied with a computer at that time.
- Progress will be monitored by a coordinator at Licking Valley High School
- If progress is not being made (goal: 25 hours per week):
 - Phone call will be made to participant
 - Letter will be sent home outlining steps that need to be taken
 - Participant will be removed from Educational Options Program

- Students may work on classes at home, at LVHS or a combination of the two. If you want to work at LVHS you may do so by:
 - Riding the bus to and from school. We will need to notify the bus garage.
 - Have your parents or another person drop you off and pick you up.
 - If you are currently suspended or expelled you will follow guidelines in the handbook. You will be able to come in after school hours to work pending approval of the Principal.
- When you are working at LVHS you will be assigned to Room 108. If you are staying all day, you will be given a lunch period to eat.
- All LVHS discipline and code of conduct will apply while you are enrolled in the Educational Options. These are outlined in this handbook.
- Attendance:
 - Kept by Educational Options Coordinator.
 - Days you attend LVHS Educational Options Classroom and all online working time will be documented.
 - If you are enrolled in a class in the traditional school setting, you will be required to attend that class each day that school is in session unless it is an excused absence (medical, school field trip, college visit) otherwise it will be counted as unexcused and you will fall under the discipline guidelines for too many days of absences. For the purposes of attendance, missing one class = missing one school day.
- If you would like to participate in extracurricular activities:
 - Follow all guidelines documented in the LVHS Handbook.
 - Complete 9 lessons in at least 5 classes during the nine weeks previous to when you want to be eligible.
 - Maintain the GPA required by LVHS and follow all OHSAA rules and policies.
- School forms:
 - For new students: All forms must be turned in before you can begin in the program.
 - For returning students: All forms (Emergency Medical, Internet usage, computer acceptable use, etc.) must be completed by September 1, of the current school year or the following consequences will be assigned:
 - After school detention with Mr. Arcuri in room 108.
 - Other consequences assigned by LVHS administration.

Questions and concerns need to be directed to either Mr. Adam Arcuri, Educational Options Coordinator, arcuria@lickingvalley.k12.oh.us.

SCHOOL CALENDAR 2023-2024

Schedules Mailed-----	August 9th
Freshman Orientation -----	Aug. 21 8:00-12:00PM
Open House -----	Aug 21 5-7:30PM
First Student Day -----	Aug. 23
No School - Labor Day-----	Sept. 4
End of 1 st Grading Period-----	Oct. 19
No School - Staff Professional Day-----	Oct. 20
Parent / Teacher Conferences -----	Nov 8
No School - P/T Exchange Day-----	Nov. 10
No School - Veterans Day-----	Nov. 13
Parent / Teacher Conferences -----	Nov 16
No School - Thanksgiving Recess-----	Nov. 23 - Nov. 27
No School - Winter Break-----	Dec. 18 - Dec. 29
School Resumes-----	Jan. 2
End of 2 nd Grading Period-----	Jan. 11
No School - Staff Professional Day-----	Jan. 12
No School - Martin Luther King Day-----	Jan. 15
No School - P/T Exchange Day-----	Feb. 16
No School - Presidents Day-----	Feb. 19
Parent / Teacher Conferences -----	Feb. 13
8th Grade Parent Night -----	Feb. 13
End of 3 rd Grading Period-----	Mar. 21
No School - Staff Professional Day-----	Mar. 22
No School - Spring Break-----	Mar. 25 - Mar. 29
Seniors Last Day-----	May. 21
Graduation-----	May. 24
No School - Memorial Day-----	May 27
Last Student Day-----	May 31
No School - Calamity Make-up Days -----	June 3 - June 5
Teachers Last Day -----	June 6

BELL SCHEDULES

Daily Schedule

7:28 - Warning Bell
7:29-8:21 - 1st period
8:24-9:14 - 2nd period
9:17-10:07 - 3rd period
10:10-11:00 - 4th period
11:03-12:39 - 5th period
11:03-11:35 - 5A LUNCH
11:35-12:07 - 5B LUNCH
12:07-12:39 - 5C LUNCH
12:42-1:32 - 6th period
1:35-2:25 - 7th period

Renaissance Rally Schedule

7:28 - Warning Bell
7:29-8:15 - 1st period
8:18-9:01 - 2nd period
9:04-9:47 - 3rd period
9:50-10:33 - 4th period
10:36-12:12 - 5th period
10:36-11:08 - 5A LUNCH
11:08-11:40 - 5B LUNCH
11:40-12:12 - 5C LUNCH
12:12-12:58 - 6th period
1:07-1:45 - 7th period

RALLY

Early Dismissal Schedule

7:28 - Warning Bell
7:29-8:11 - 1st period

Panther Period

7:28 - Warning Bell
7:29-8:13 - 1st period
8:16-8:57 - 2nd period
9:00-9:41 - 3rd period
9:44-10:37 - Panther Period
10:37-11:18 - 4th period
11:21-12:57 - 5th period
11:21-11:53 - 5A LUNCH
11:53-12:25 - 5B LUNCH
12:25-12:57 - 5C LUNCH
1:00-1:41 - 6th period
1:44-2:25 - 7th period

Pep Rally Schedule

7:28 - Warning Bell
7:29-8:17 - 1st period
8:20-9:04 - 2nd period
9:07-9:51 - 3rd period
9:54-10:38 - 4th period
10:41-12:17 - 5th period
10:41-11:13 - 5A LUNCH
11:13-11:45 - 5B LUNCH
11:45-12:17 - 5C LUNCH
12:20-1:06 - 6th period
1:09-1:55 - 7th period

RALLY

1-HR Delay Schedule

8:28 - Warning Bell
8:29-9:11 - 1st period

8:14-8:54 - 2nd period

8:57-9:37 - 3rd period

9:40-10:20 - 4th period

10:23-11:59 - 5th period

10:23-10:55 - 5A LUNCH

10:55-11:27 - 5B LUNCH

11:27-11:59 - 5C LUNCH

12:02-12:42 - 6th period

12:45-1:25 - 7th period

9:14-9:54 - 2nd period

9:57-10:37 - 3rd period

10:40-11:20 - 4th period

11:23-12:59 - 5th period

11:23-11:55 - 5A LUNCH

11:55-12:27 - 5B LUNCH

12:27-12:59 - 5C LUNCH

1:02-1:42 - 6th period

1:45-2:25 - 7th period

2-HR Delay Schedule

9:28 - Warning Bell

9:29-10:01 - 1st period

10:04-10:34 - 2nd period

10:37-11:07 - 3rd period

11:10-11:40 - 4th period

11:43-1:19 - 5th period

11:43-12:15 - 5A LUNCH

12:15-12:47 - 5B LUNCH

12:47-1:19 - 5C LUNCH

1:22-1:52 - 6th period

1:55-2:25 - 7th period

RELEVANT LVLS SCHOOL BOARD POLICIES

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2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

In order to achieve the aforesaid goal, the Superintendent shall:

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes; ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;

B. Staff Training

develop an ongoing program of in-service training for school personnel designed to identify and solve problems of bias based upon the Protected Classes in all aspects of the program;

C. Student Access

1. review current and proposed programs, activities, facilities, and practices to verify that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State and Federal laws and regulations;
2. verify that facilities are made available, in accordance with Board Policy 7510 - Use of District Premises, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;

D. District Support

verify that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

verify that tests, procedures, and guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the Protected Classes.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

Scott Beery
Superintendent
1379 Licking Valley Rd. NE
Newark, OH 43055
740-763-3525
beerys@lickingvalley.k12.oh.us

Andrew Douglass
Treasurer
1379 Licking Valley Rd. NE
Newark, OH 43055
740-763-3525
douglassa@lickingvalley.k12.oh.us

The names, titles, and contact information of these individuals will be published annually in the parent/student and staff handbooks and/or on the School District's website.

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the general public. A copy of each of the Acts and regulations on which this notice is based may be found in the CO's office.

The Superintendent shall annually attempt to identify children with disabilities, ages 3-22, who reside in the District but do not receive a public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (see AG 2260F).

Reports and Complaints of Unlawful Discrimination and Retaliation

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the CO within two (2) school days.

Members of the School District community, which includes students or third parties, who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may constitute unlawful discrimination based on a Protected Class, the Principal shall report the act to one of the COs who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the CO's written report. The CO shall keep the Principal informed of the status of the Policy 2260 investigation and provide him/her with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept complaints of unlawful discrimination/retaliation directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a CO will begin either an informal or formal process (depending on the request of the person alleging the discrimination/retaliation or the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to any person who files a complaint. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the student, if age eighteen (18) or older, or the student's parents if the student is under the

age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights ("OCR"). The Cleveland Office of the OCR can be reached at 1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: ocr.cleveland@ed.gov; Web: <http://www.ed.gov/ocr>.

Informal Complaint Procedure

The goal of the informal complaint procedure is to quickly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully discriminated or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

The informal process is only available in those circumstances where the parties (the alleged target of the discrimination and individual(s) alleged to have engaged in the discrimination) agree to participate in it.

Students who believe that they have been unlawfully discriminated/retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community against a student will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully discriminated/retaliated against and s/he is able and feels safe doing so, the individual should tell or otherwise inform the person who engaged in the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The complaining individual should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the person who allegedly engaged in the unlawful conduct of his/her concerns is not prohibited from otherwise filing an informal or formal complaint. In addition, with regard to certain types of unlawful discrimination, such as sexual discrimination, the CO may advise against the use of the informal complaint process.

A student who believes s/he has been unlawfully discriminated/retaliated against may make an informal complaint, either orally or in writing: 1) to a teacher, other employee, or building administrator in the school the student attends; 2) to the Superintendent or other District-level employee; and/or 3) directly to one of the COs.

All informal complaints must be reported to one of the COs who will either facilitate an informal resolution as described below or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully discriminated/retaliated against with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful discrimination/retaliation, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the student about how to communicate his/her concerns to the person who allegedly engaged in the discriminatory/retaliatory behavior.
- B. Distributing a copy of Policy 2260 - Non-Discrimination and Access to Equal Educational Opportunity as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the CO may arrange and facilitate a meeting between the student claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant") may file a formal complaint, either orally or in writing, with a teacher, Principal, or other District employee at the student's school, the CO, Superintendent, or another District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of unlawful discrimination, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. If a Complainant informs a teacher, Principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in; the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the person alleged to have engaged in the misconduct. In making such a determination, the CO should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deems appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation. A Principal will not conduct an investigation unless directed to do so by the CO.

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent") that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 2260 - Non-Discrimination. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if unlawful discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or designee, the Superintendent must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

If the Superintendent determines the Complainant was subjected to unlawful discrimination/retaliation, she/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the student alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The Complainant may be represented, at his/her own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a Complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent(s).

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that s/he learns and/or provides during the course of the investigation.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an

investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

All individuals charged with conducting investigations under this policy must retain all information, documents, electronically stored information, and electronic media (as defined in Policy 8315) created and received as part of an investigation, which may include, but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any interim measures offered and/or provided to complainants and/or the alleged perpetrators, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student and/or Employee Handbooks or Codes of Conduct);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- N. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy;
- O. documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;

- P. copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;
- Q. copies of any notices sent to the complainant and alleged perpetrator in advance of any interview or hearing;
- R. copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the complainant or the alleged perpetrator.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

These investigative records and materials created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

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Licking Valley Local School District
Bylaws & Policies
2431 - INTERSCHOLASTIC ATHLETICS

The Board of Education recognizes the value to the students of the District and to the community of a program of interscholastic athletics for students as an integral part of the total school experience.

The program should foster the growth of school loyalty within the student body as a whole and stimulate community interest in athletics.

The game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the School District alone. It should also offer an opportunity for career and educational development.

For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive sport contests, games, events, or sport exhibitions involving individual students or teams of students of this District with those of another district.

The Board shall determine the standards of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student be in good physical condition, be free of injury, and have fully recovered from illness before participating in any interscholastic athletic event.

No student may practice or compete in interscholastic athletics until the student submits a form signed by the student's parent or guardian, or by a person having care or charge of the student, affirming that each has received a

concussion and head injury information sheet as prepared by the Ohio Department of Health. See Form 2431 F1 and Form 2431 F2.

In addition to the eligibility requirements established by the Ohio High School Athletic Association, to be eligible for any interscholastic extra-curricular activity, a student must have maintained at least a 1.66 grade-point average.

Students educated at home or enrolled in a nonpublic school who are permitted to participate on a District interscholastic team must fulfill the same academic, nonacademic, and financial requirements as any other participant. See Policy 9270.

If a student who becomes ineligible under these standards improves their grade point average during the current grading period to meet the eligibility standard, the student may be reinstated at the beginning of the next grading period after grading period(s) with an acceptable grade point average.

Restoration of an "Incomplete" Grade

If a student's failure to meet the academic eligibility requirements is due to an "incomplete" grade given in one (1) or more courses which the student was taking during the grading period in question, the student may have their eligibility restored once the "incomplete" has been changed to a passing letter grade provided:

- A. the failure to complete the required coursework during the grading period was due to calamity day(s), family tragedy, or illness or accident as verified by a physician; and
- B. the "incomplete" was given in accordance with Board of Education grading policies and procedures and is applicable to all students in the school; and
- C. the previously scheduled work and/or exams is/are completed within the time period provided in Board policy for completing work required to convert an "incomplete" into a letter grade; and
- D. there is no evidence that the "incomplete" was given in order to afford the student extended time in order to provide the student tutoring or other educational services simply to avoid a failing grade.

Specific documentation of criteria listed above (Items A-D) must be submitted to the Ohio High School Athletic Association (OHSAA) (See AG 2431) in order to be considered by the Executive Director for such a ruling.

Students identified as disabled under R.C. 3323 and the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for (a) course(s), given the student's individualized disability.

Since the primary purpose of the athletic program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the values of good sportsmanship and fair play.

The Board further adopts those eligibility standards set by the Constitution of the Ohio High School Athletic Association (OHSAA) that are consistent with State and Federal law, and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board.

No student shall be excused from a class or supervised study for an extended period of time to participate in interscholastic athletics.

The Board further directs that only those students may participate in the program of interscholastic athletics who have:

- A. maintained a satisfactory academic record;
- B. attended school regularly;
- C. demonstrated good citizenship and responsibility;
- D. returned all school and athletic equipment;
- E. refrained from participation in a contest on a noninterscholastic team, or as an individual in the same sport during the school's season.

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches shall not dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes. The Superintendent shall cause to be posted in all locker rooms in buildings that include students in any grade higher than the sixth grade the following:

"Warning: Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment."

The Superintendent shall develop appropriate administrative guidelines for the operation of the Athletic Program and a Code of Conduct for those who participate. Such guidelines should provide for the following safeguards:

- A. Prior to enrolling in the sport:
 - 1. each participant shall submit to a thorough physical examination by a District-approved physician;
 - 2. parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation.
- B. Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel that has determined the conditions under which the student may participate. The District shall assume no liability for any student with a health condition who has been authorized to play by the parents and their physician but not by the District.
- C. Any student who incurs an injury requiring a physician's care is to have the written approval of a physician prior to the student's return to participation.
- D. Any student practicing for or competing in an interscholastic event who exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall be removed from the practice or competition by the student's coach (and/or the referee serving during the practice or competition).

Any student who has been removed from practice or competition by a coach or referee because the student

has exhibited signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall not be permitted to return to any practice or competition for which the coach or referee is responsible until both of the following occur:

1. The student's condition is assessed by a physician, in accordance with requirements set forth in R.C. 3313.539(E)(2), to assess such a student.
2. The student receives written clearance that it is safe to return to practice or competition from a physician in accordance with requirements set forth in R.C. 3313.539(E)(2), to grant a such a clearance.

The Superintendent is also to develop guidelines for ensuring that sportsmanship, ethics, and integrity characterize the manner in which the athletic program is conducted and the actions of students who participate. Such guidelines should include:

- A. criteria for judging these important qualities;
- B. procedures by which these values will be communicated to students, parents, and supporters;
- C. means for monitoring the behavior of each of these groups to ensure their behavior reflects high standards.

The guidelines should also provide a set of behavioral expectations for each type of participant as well as a Sportsmanship Code of Conduct which each type of participant is to follow. The Superintendent is authorized to implement suitable disciplinary procedures against those who violate this Sportsmanship Code.

Students will be further informed that participation in interscholastic sports is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policy 5610.05 - Prohibition From Extra-Curricular Activities).

In order to support the High School Athletic Association's program to strengthen sportsmanship, ethics, and integrity, the Board commits itself to:

- A. adopt policies (upon recommendation of the administration) which reflect the District's educational objectives and promote the ideals of good sportsmanship, ethics, and integrity;
- B. establish standards for athletic participation which reinforce the concept that athletic activities are a privilege, not a right;
- C. attend and enjoy school athletic activities, serving as a positive role model and expecting the same from parents, fans, participants, coaches, and other school personnel;
- D. support and reward participants, coaches, school administrators, and fans who display good sportsmanship;
- E. recognize the value of school athletic activities as a vital part of education.

No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the District because the student has or is participating in college credit plus program as long as the student fulfills all academic, nonacademic and financial requirements.

No student will be limited from wearing religious apparel while participating in interscholastic or non-interscholastic extra-curricular activities unless such apparel poses a legitimate danger to participants. If such danger is identified, the student will be offered reasonable accommodations available for the participant wearing religious apparel.

- Revised 6/29/06
- Revised 11/12/07
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- Revised 11/11/13
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- Revised 11/11/19
- Revised 12/14/20

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Licking Valley Local School District
Bylaws & Policies
2431.01 - MANDATORY DRUG TESTING FOR EXTRA-CURRICULAR PARTICIPANTS

This document outlines the procedure for mandatory and random drug testing of all participants in extra-curricular activities (1) in the Licking Valley School District. This document is not intended to affect or restrict Licking Valley School District's authority to perform drug tests for "reasonable suspicion or probable cause" for any student, regardless of whether they participate in an extra-curricular activity.

A. Overview

The Licking Valley School District Board of Education recognizes that the extra-curricular program is an integral part of the entire educational program. Through participation in extra-curricular activities, students are provided an opportunity for educational, character-building, and leadership experiences.

The Board also realizes that a student participating in the District's extra-curricular program and who uses illegal drugs, alcohol or tobacco places himself/herself and others at a heightened risk of physical harm. To address this risk and to prevent injury to all participants in extra-curricular activities, the Board has adopted the attached Mandatory Drug Testing Policy for all participants, the details of which are set forth below.

Prior to participating in any extra-curricular activity, all participants and a parent or guardian must consent to the drug testing procedure described within this document. Consent to the testing must be received by the School District before the participant may engage in any extra-curricular activity. The participants will be tested one time per year prior to the start of their first season of participation in any extra-curricular activity. Once they are tested, they stay in the pool until they graduate or are removed from the pool by parent approval. If an athlete is removed from the pool with parent approval, they are ineligible to participate in extra-curricular activities for one (1) calendar year starting from the date of parent approved removal. To be able to participate in extra-curricular activities after the one (1) year ban, the athlete must be drug tested to be re-entered into the pool. Random testing of ten percent (10%) of the participant pool (2) will take place regularly each sports season. This procedure shall not affect the authority of the School District to perform drug tests based upon "reasonable suspicion" of use of illegal substances.

The results of the drug tests taken pursuant to this policy will not be documented in any student's academic records. Information regarding the results of the drug test will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid subpoena or other legal process. (3)

B. The Pre-Season Test

1. Pre-season drug tests will occur one (1) time prior to the start of an athlete's first season of participation in an extra-curricular activity.

2. Participants will be subjected to only one (1) "pre-season" drug test prior to the start of their first season of participation in an extra-curricular activity.
 - a. This test must occur prior to the participant engaging in any performance/contest.
 - b. The results of the "pre-season" test will be delivered to the parents/guardians by the agency performing the test and will not be revealed to school officials unless the parent or guardian wishes to do so.
 - c. Participants receiving a "pre-season" positive drug screen may enlist the assistance of the School District without penalty to the participant.
 - d. Counseling options will be made known to the families and the participants.
 - e. Parents of participants who receive positive "pre-season" drug screens and who notify the School District will be informed of their responsibility to help their child become drug free as well as the heightened risk of danger to an extra-curricular participant who is under the influence of drugs.
 - f. Any counseling expenses will be the responsibility of the parents.

C. **Random Tests**

1. Ten percent (10%) of the participant pool will be tested on a regular basis throughout the extra-curricular season.
2. The participants will be selected randomly by the testing agency retained by the School District to perform the tests.
3. Students may be tested at school or they may be asked to report to the site of the agency retained by the school to perform the tests.
4. The results of these random tests will be reported to the School District pursuant to the rules set forth in Section E.

D. **Drug Screen For Reasonable Suspicion**

The procedures in this document are not intended to restrict the authority of the School District to require any student to submit to a drug screen when the school administration has a "reasonable suspicion" the student has violated the law or school rules regarding drugs or alcohol.

E. **Positive Results During Random Testing**

1. Positive drug tests will be reported to the school Drug Prevention Coordinator by the drug testing agency.
 - a. The medical review officer shall notify parents first. The results will be reported to the Superintendent or the principal of the building in which the participant attends classes.
 - b. The Drug Prevention Coordinator, Superintendent, or the principal may obtain the result of the tests by telephone, but only upon providing a security code to the drug testing agency.
 - c. The Drug Prevention Coordinator will immediately notify the principal and the coach. The only information revealed to the coach and the principal will be the fact the test was positive and not the substance discovered by the test.
2. Consequences of Positive Results (4)
 - a. **1ST OFFENSE:** denial of participation for 100% of season (or split between two seasons if in the middle of a season).

If the participant is found to have committed the offense through the drug/alcohol/tobacco testing program, the participant can earn the ability to have the denial period reduced to twenty percent (20%) of the remainder of the season if the participant attends a meeting with the Athletic Director at which time the participant is forthright and honest in their explanation of their actions that led to the failed drug/alcohol/tobacco test.

If the participant is found to have committed an offense through an investigation by the administration and when questioned is cooperative and truthful, the participant can earn the

ability to have the denial period reduced to twenty percent (20%) of the remainder of the season. If through the investigation the participant is not cooperative and truthful, the administration has the discretion to not reduce the denial period or reduce the denial period to a percentage they deem appropriate.

In all cases described above:

1. the administration has the discretion to pull the participant for every random drug/alcohol/tobacco test conducted for the duration of the participant's athletic career
 2. the participant must successfully complete an approved substance abuse program before returning to competition
 3. the participant must also complete five (5) hours of community service set-up by the athletic department.
- b. **2ND OFFENSE:** denial of participation for 100% of season (or split between two seasons if in the middle of a season).

If the participant is found to have committed the 2nd offense through the drug/alcohol/tobacco testing program, the participant can earn the ability to have the denial period reduced to fifty percent (50%) of the remainder of the season if the participant attends a meeting with the Athletic Director at which time the participant is forthright and honest in their explanation of their actions that led to the failed drug/alcohol/tobacco test.

If the participant is found to have committed an offense through an investigation by the administration and when questioned is cooperative and truthful, the participant can earn the ability to have the denial period reduced to fifty percent (50%) of the remainder of the season. If through the investigation the participant is not cooperative and truthful, the administration has the discretion to not reduce the denial period or reduce the denial period to a percentage they deem appropriate.

In all cases described above:

1. the participant must successfully complete an approved substance abuse program before returning to competition
 2. the participant must complete ten (10) hours of community service set-up by the athletic department.
- c. The third positive test result from a random test will result in the participant being denied participation in extra-curricular activities for the remainder of the participant's enrollment in the District, which includes any subsequent disenrollment and re-enrollment.
- d. Prior to denial of participation, the participant, the parent/guardians, the coach/activity advisor, and a building administrator will meet and discuss the consequences set forth in this document.

F. **Parameters of Drug Screen**

The drug screen performed under the terms of this policy will be designed to discover the following substances:

1. Any controlled substance listed in R.C. 3719.41 unless legally prescribed by a physician or other medical professional.
2. Any tobacco product.
3. Alcohol, including, but not limited to intoxicating liquor, wine, beer, mixed beverages, malt liquid and malt beverages as defined in Ohio Revised Code Section 4301.01. The term "alcoholic beverages" also means any liquid or substance, such as "near beer" intended for use as a beverage, which contains alcohol in any proportion or percentage. The term "alcoholic beverage" does not include a substance used for medical purposes in accordance with the directions for use provided in a prescription or by the manufacturer and accordance with School District policy and rules related to the use of prescription and non-prescription drugs so long as the substance is (1) authorized by a medical prescription from a licensed physician and kept in the original container which container shall state directions for use.

Preseason, random or tests for reasonable suspicion may be given to determine the existence of any or all the above illegal substances.

G. **Testing of Non-Participants**

The Board feels so strongly about the positive elements of drug testing that it will offer, at the Board's expense, a drug screen to any student grade 7-12 that is not included in extra-curricular activities or to any staff member who volunteers for the testing. This test will take place concurrently with regularly scheduled pre-season drug tests. The Drug Prevention Coordinator must be notified in writing of the parent/guardians requests at least seven (7) days prior to the test.

H. **Penalties**

Each coach has the option to develop and communicate in writing to participants and their parents/guardians penalties which may be more harsh than those specified in this policy.

I. **Appeals**

The appeal procedure for penalties imposed under this policy is the same as the appeal procedure for any denial of participation and is set forth in writing on page twenty-six (26) of the athletic handbook.

1. For purposes of this document a "participant in extra-curricular activities" is defined as any student who must maintain academic eligibility."
2. The "participant pool" will include all active participants at any one time.
3. The restrictions in this paragraph shall not apply to drug tests performed for "reasonable suspicion" of the use of illegal drugs or for another test or method of discovery of drug uses not described in this document.
4. These consequences are not intended to restrict the School District's authority to impose additional consequences if the circumstances merit more severe penalties.

Revised 8/11/08

Licking Valley Local School District
Bylaws & Policies

5136.01 - ELECTRONIC EQUIPMENT

While in some instances that possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Consequently, the Board of Education will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use any electronic equipment or devices on school property or at any school-sponsored activity without the permission of the principal and/or the classroom teacher.

Examples of prohibited devices include, but are not limited to cameras (photographic and/or video), laptops, personal digital assistants (PDAs), lasers, laser pens or pointers, radios, "boom-boxes", headphones, portable CD/MP3 players, portable TV's, electronic games/toys, and/or pagers/beepers, other paging devices.

Distracting behavior that creates an unsafe environment will not be tolerated.

However, the use of any communication functionally that is a part of or attached to the above-approved electronic equipment/devices is expressly prohibited. This includes, but is not limited to, wireless Internet access, peer-to-peer (ad-hoc) networking, or any other method of communication with other devices or networks. In no circumstances shall the device be allowed to connect to the District's network.

The preceding prohibitions do not apply to Board-owned and issued laptops, PDAs, or authorized assistive technology devices.

Students are prohibited from using electronic equipment or devices in a manner that may be physically harmful to another person (e.g. shining a laser in the eyes of another student). Further, at no time may any camera or other

electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are prohibited from using cameras and other electronic equipment/devices to capture or record test, information or any other information in a manner constituting fraud, theft, or academic dishonesty. Similarly, students are prohibited from using cameras and other electronic equipment and devices to capture or record the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using a camera or other electronic equipment/devices to capture or record audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Cameras and electronic equipment/devices are expressly banned from and may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is absolutely prohibited.

Unauthorized electronic equipment and devices will be confiscated from the student by school personnel and disciplinary action taken.

If a camera or other electronic equipment/device is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.

Any electronic equipment/device confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. Electronic equipment/devices in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules (e.g. a student is observed using a camera in a prohibited area). Any search will be conducted in accordance with Policy 5771 – Search and Seizure.

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

Adopted 6/8/2009

[Licking Valley Local School District](#)

[Bylaws & Policies](#)

[5460 - GRADUATION REQUIREMENTS](#)

In order to acknowledge each student's successful completion of the instructional program, appropriate to the achievement of District goals and objectives as well as personal proficiency, the Board of Education awards a diploma to eligible students at a graduation ceremony.

The Board of Education shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by State law and this Board or who properly completes the goals and objectives specified in his/her individualized education program (IEP) including either the exemption from or the requirement to complete the tests required by the State Board of Education in order to graduate. In addition to earning course credits, each student must fulfill the requirements of one (1) graduation pathway that has been approved by the State and Ohio law provides two (2) additional options to earn a high school diploma for students in the Class of 2020 (See AG 5460).

Course Credits Required for Graduation

The requirements for graduation from high school include earning twenty-two and three-fourths (22 3/4) units of credit in grades nine (9) through twelve (12) as established in State law and this Board and fulfilling the requirements of one (1) graduation pathway that has been approved by the State. To graduate, students must earn twenty-two and three-fourths (22 3/4) units of credit in grades nine (9) through twelve (12) as follows:

Subject	Units Required
English Language Arts	4.0

Health 0.5

Physical Education 0.5

Mathematics (must include one (1) unit of algebra II or equivalent of algebra II or one (1) unit of advanced computer science. Parents must sign a written statement acknowledging that not taking algebra II might negatively impact college admissions decisions before a student may substitute advanced computer science for algebra II. Students who are enrolled in a career technical program may complete a career-based pathway math course as an alternative to algebra II or advanced computer science.) 4.0

Science (must include 1 unit physical sciences, one (1) unit of life sciences, and one (1) unit advanced study in one (1) or more of: chemistry, physics, other physical science, advanced biology or other life science, physical geology or other earth or space science, computer science.) 3.0

Social Studies (for students entering ninth grade after July 1, 2017, must include at least one-half (1/2) unit in world history and civilizations) 3.0

History and Government (must include one-half (1/2) unit of American history, one-half (1/2) unit of American government)

Electives (must include one (1) or any combination of a foreign language, computer coding, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education, a junior reserve officer training corps (JROTC) program approved by the U.S. Congress, or English Language Arts, Mathematics, Science, or Social Studies courses not otherwise required) 6.0

All students must receive instruction in economics and financial literacy during Grades 9–12. Additionally, all students must receive instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator from an approved source during Grades 9-12, unless the student is exempted from such training due to a disability or by written request of the parent.

Students who achieve an industry credential or license that requires an examination shall not be required to take additional technical assessments. If the student does not participate in licensure or license examination, the student shall take the applicable technical assessments. Students must attain specified scores on assessments as required to demonstrate workforce readiness on a nationally recognized job skills assessment in order to obtain a diploma.

Certain students are not required to take the college and career readiness assessments administered to all eleventh (11th) grade students:

- A. students who demonstrate they are remediation-free on the English, math and reading nationally-recognized assessments prior to the administration of the college and career readiness assessments;
- B. students with significant cognitive disabilities who take an alternative assessment and students with intellectual disabilities in accordance with State guidance, and
- C. Limited English proficient students enrolled in United States schools for less than two (2) years for whom no appropriate accommodations are available.

Students may take the assessment even if they are not required to do so.

Physical Education Waiver

Students who have participated in interscholastic athletics, marching band, show choir, or cheerleading for at least two (2) full seasons as defined in the Student-Parent handbook, while enrolled in grades nine (9) through twelve (12), and as documented by the school counselor may be excused from the high school physical education requirement. Students electing such an excuse shall complete one-half (1/2) unit of at least sixty (60) hours of instruction in another course of study which is designated by the Board as meeting the high school curriculum requirements.

Credit may be earned by:

- A. completing coursework;
- B. testing out of or demonstrating mastery of course content; or
- C. pursuing one (1) or more educational options in accordance with the Center's Credit Flexibility Program.

Credit may be earned at an accredited postsecondary institution through College Credit Plus (CCP).

Every high school may permit students below the ninth grade to take advanced work for credit. This work shall count toward the graduation requirements if it was both:

- A. taught by a person who possesses a license/certificate issued under State law that is valid for teaching high school;
- B. designated by the Board as meeting the high school curriculum requirements.

State Graduation Requirements

The District will comply with State Board of Education requirements for graduation. Students shall earn required credits for graduation in the appropriate subject areas, and achieve one (1) of the pathways as summarized below (available pathways change and are specific to each graduating class):

Class of 2019 through Class of 2022

Students who have entered ninth grade before July 1, 2019, shall earn required credits for graduation in the appropriate subject areas, and achieve one (1) of three (3) pathways:

- A. earning a State Board of Education approved, industry-recognized credential or group of credentials and achieve the required score on a workforce readiness assessment selected by the State; or
- B. earning a cumulative score on subject-specific end of course exams equal to State Board requirements for the year of graduation; or
- C. earning remediation-free scores in English language arts and math on a nationally recognized college admission exam such as ACT or SAT.

Students in the graduating classes of 2019 and 2020 may be eligible for graduation by completing two (2) additional alternative pathways.

- A. Academic Pathway. Take all end-of-course examinations and retake examinations in English Language Arts or Math at least once if the student received a score lower than a three (3), plus meet at least two (2) of the following conditions:
 - 1. attain an attendance rate of at least ninety-three percent (93%) during twelfth grade year (not available for students who enter ninth grade after July 1, 2016)
 - 2. take at least four (4) full-year or equivalent courses during twelfth grade and obtain a grade point average of 2.5 on a 4.0 scale during twelfth grade (students who entered ninth grade between July 1, 2016, and June 30, 2017, must obtain this GPA during eleventh grade as well)
 - 3. complete a capstone project during twelfth grade in accordance with District administrative guidelines (capstone projects for students who entered ninth grade between July 1, 2016, and June 30, 2017, must comply with guidance to be developed by the State)
 - 4. complete 120 hours of work in community service in accordance with District administrative guidelines (community service approved for students who entered ninth grade between July 1, 2016, and June 30, 2017, must comply with guidance to be developed by the State and be both approved and verified by the District)

5. earn three (3) or more transcribed credit hours under the College Credit Plus Program at any time during high school
6. pass an Advanced Placement or International Baccalaureate course and receive a score of three (3) or higher for an AP examination or four (4) or higher for an International Baccalaureate examination during high school
7. earn a level three (3) score for each of "reading for information," "applied mathematics," and "locating information" components of the job skills assessment selected by the State Board
8. obtain an industry-recognized credential or a group of credentials equal to at least three (3) total points
9. satisfy conditions required to receive an OhioMeans-Jobs-readiness seal

B. Career Technical Pathway

Take all end-of-course examinations; complete a career-technical training program approved by ODE that includes at least four (4) career-technical courses, and meet one (1) of the following conditions:

1. demonstrate successful workplace participation with 250 hours of workplace experience and evidence of regular, positive evaluations from the employee or supervisor and a representative of the School District
2. obtain an industry-recognized credential or group of credentials equal to at least twelve (12) points
3. attain a cumulative score of at least proficient on career-technical education assessments or test modules required for the program

Class of 2023 and Beyond

Students who enter ninth grade after July 1, 2019, must satisfy the following two (2) requirements.

A. Earn at least two (2) State diploma seals, one (1) of which must include:

1. Seal of Biliteracy;
2. OhioMeansJobs-readiness Seal; or
3. State Diploma Seal in one (1) of the following areas: Industry-recognized Credential Seal; College-Ready Seal; Military Enlistment Seal; Citizenship seal; Science Seal; Honors Diploma Seal; Technology Seal.

The Board offers the following additional seal in accordance with adopted administrative guidelines: Community Service Seal.

B. Attain a competency score on each of the Algebra I and English Language Arts II end-of-course examinations. Students who receive a proficient score on Algebra I or English Language Arts prior to entering high school will fulfill this requirement and will not be required to retake the exams. Students who fail to attain the competency score in either subject will be offered remedial support and will be required to retake the exam(s) at least once. A student who fails to achieve the competency score a second time may demonstrate competency in the failed subject area by completing one (1) of the following:

1. earn course credit through College Credit plus in that subject
2. provide evidence of enlistment in a branch of the armed services of the United States; or
3. complete two (2) of the following options, with at least one (1) of the options being a foundational option
 - a. **Foundational Options:** earning a score of proficient or higher on three (3) or more State technical assessments; obtaining an industry-recognized credential; completing a pre-apprenticeship or apprenticeship in a chosen career field; providing evidence of acceptance into an apprenticeship program after high school that is restricted to participants eighteen (18) years of age or older.
 - b. **Supporting Options:** completing 250 hours of a work-based learning experience with evidence of positive evaluations; obtaining an OhioMeansJobs-readiness seal; attaining a workforce readiness score selected by the State.

An honors diploma shall be awarded to any student who meets the established requirements for graduation or the requirements of his/her IEP; attains the applicable scores on the tests required by the State Board of Education to graduate; and meets any additional criteria the State Board may establish.

Participation in commencement exercises is a privilege and not a right. Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal or those students who have otherwise been deemed eligible to participate in such exercises. A student may be denied participation in the ceremony of graduation when personal conduct so warrants. However, no student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure.

The Board also shall grant a diploma of adult education to all District residents over the age of twenty-one (21) who meet the requirements established by the State Board of Education.

The Superintendent shall establish whatever administrative guidelines are necessary to comply with State rules and regulations.

Revised 6/14/04
Revised 6/8/09
Revised 11/9/09
Revised 5/14/12
Revised 1/14/13
Revised 5/11/15
Revised 9/12/16
Revised 11/11/19
Revised 4/13/20
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Licking Valley Local School District
Bylaws & Policies
5511 - DRESS AND GROOMING

Guide for Personal Appearance

Students should realize that their appearance is most important. You are judged, to a large extent, by your appearance in public. This certainly includes what you wear and how you wear it.

The responsibility for a student's appearance is the function of the student and his/her parents. The home should set the standards for student clothing and hair styles, not the school. Licking Valley Schools look to the student and parents to see that appearance is in good taste. These general guidelines may be helpful:

- A. Clothing and hair should be clean, as should the body.
- B. School is the "place of work" of all students. Boys and girls and their parents can determine dress which would be acceptable on the job if the student were employed.
- C. Obscene, vulgar and suggestive pictures and wording on clothing is out of place anywhere and is not acceptable at school. Advertising of illegal substances or substances precluded from use by terms shall not be allowed. (i.e., cigarettes, beer, etc.)
- D. In view of today's styles, customs, and fashions, we have accepted a practical attitude towards student dress. We hope parents and students will exercise good judgement so they will not encounter problems with their appearance at school.
- E. The school staff will handle individually with the student involved any cases of appearance which seem to be in bad taste or out of place.
- F. If a student or his/her parents are not proud of his/her appearance, they should take the initiative to correct the situation themselves. Good judgement will prevent most problems.

Licking Valley Schools do not want to appear to be "fashion experts". Our rules are designed to provide the best atmosphere for learning. It is hoped that parents will guide their children so that they do not encounter problems with their appearance.

The Superintendent may develop administrative guidelines to implement this policy.

Adopted 8/13/2001

Licking Valley Local School District
Bylaws & Policies
5512 - USE OF TOBACCO

The Board of Education is committed to providing students, staff, and visitors with an indoor tobacco and smoke-free environment. The negative health effects of tobacco use for both the users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students at all times on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board.

Revised 4/11/11

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R.C. 3313.20, 3313.47, 3313.66, 3313.751, 2151.87
20 U.S.C. 6081 et seq., 20 U.S.C. 7182

Revised 4/11/11
Revised 1/14/13

Licking Valley Local School District
Bylaws & Policies
5516 - STUDENT HAZING

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to or associated with Board-sponsored activities (e.g., extracurricular teams, clubs, or groups) or incidents that have occurred on school property. No administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District shall encourage, permit, authorize, condone, or tolerate any hazing activities. The preceding prohibition includes recklessly permitting the hazing of any person associated with the District. Additionally, no student shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization or any act to continue or reinstate membership in or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. No person shall recklessly participate in the hazing of another. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, employees, faculty members, teachers, consultants, alumni, or volunteers of the District shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is

discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Additionally, no administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District who is acting in an official and professional capacity shall recklessly fail to immediately report the knowledge of hazing to a law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred. Students, administrators, employees, faculty members, and teachers who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law. Likewise, consultants, alumni, and volunteers associated with the District who fail to abide by this policy may be prohibited from continuing their involvement and/or participation in activities associated with the District and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students, Board employees, consultants, and volunteers, and shall incorporate it into building, staff, and student handbooks. It shall also be posted on the District's website. This policy shall be the subject of discussion at employee staff meetings or in-service programs.

Board employees, consultants, and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

Revised 9/13/21

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Licking Valley Local School District
Bylaws & Policies

5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while en route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and

physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Director for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and

places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the Building Director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

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Licking Valley Local School District
Bylaws & Policies
5530 - DRUG PREVENTION

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Ohio statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. all tobacco and tobacco products;
- E. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- F. anabolic steroids;
- G. any substance that is a "look-alike" to any of the above.

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect on school grounds, on school vehicles, and/or at any school-sponsored event.

It further establishes a drug-free zone within 1000 feet of any facility used by the District for educational purposes.

The Superintendent may prepare guidelines for the identification, and regulation of drug use in the schools. Such guidelines shall:

- A. emphasize the prevention of drug use;
- B. provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:
 - 1. addresses the legal, social, psychological, and health consequences of drug and alcohol use;

2. provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol;
 3. assists students to develop skills to make responsible decisions about substance abuse and other important health issues;
 4. promotes positive emotional health, self-esteem, and respect for one's body;
 5. meets the minimal objectives as stated in the essential performance objectives for health education as established by the State Department of Education;
- C. include a statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- D. provide standards of conduct that are applicable to all students and which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;
- E. include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions;
- The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs.
- F. provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs;
- G. require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students;
- H. require the notification to parents and students that compliance with the standards of conduct is mandatory;
- I. provide a periodic review of the School District's program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced;
- J. provide for a student assistance program which includes guidelines for prevention, intervention, referral, treatment, and after-care. Such a program must be comprehensive in nature addressing all issues affecting students' academic, social, and emotional well being in the educational setting which may negatively affect behavior and interfere with their ability to learn;
- K. establish means for dealing with students suspected of drug use or suspected of possessing or distributing drugs in school and ensure that the District's policy and administrative guidelines on Search and Seizure (5771), Suspension and Expulsion (5610), and Permanent Exclusion (5610.01) are complied with fully.

The Superintendent shall establish administrative guidelines necessary to implement this policy. Such guidelines shall ensure that the proper notice regarding the use of anabolic steroids is posted in each of the District's locker rooms used by students in grades 7-12.

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Licking Valley Local School District
 Bylaws & Policies
5600 - STUDENT DISCIPLINE

The Board of Education acknowledges that conduct is closely related to learning - an effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

The Board shall require each student of this District to adhere to the Student Code of Conduct adopted by the Board and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person, property, and rights of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. obey constituted authority and respond to those who hold that authority.

The Student Code of Conduct designates sanctions for the infractions of rules, which shall:

- A. relate in kind and degree to the infraction;
- B. help the student learn to take responsibility for his/her actions;
- C. be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

Students may be prohibited by authorized school personnel from participating in all or part of co-curricular and/or extra-curricular activities without further notice, hearing or appeal rights. A student who has been disorderly on a school bus may be suspended from transportation services consistent with Board policy and the Student Code of Conduct.

The Superintendent shall publish to all students and their parents the rules of this District regarding student conduct and the sanctions which may be imposed for breach of those rules.

The Superintendent shall inform the Board periodically of the methods of discipline imposed by this District and the incidence of student misconduct in such degree of specificity as shall be required by the Board.

The Superintendent, principals, and other administrators shall have the authority to assign discipline to students, subject to the Student Code of Conduct and, where required by law, to the student's due process right to notice, hearing, and appeal.

Teachers, school bus drivers, and other employees of this Board having authority over students may take such action as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Discipline on Board vehicles shall be the responsibility of the driver on regular bus runs. When Board vehicles are used for field trips and other Board activities, the teacher, coach, advisor, or other Board employee shall be responsible for student discipline. If a student becomes a serious discipline problem on a vehicle, the Superintendent and/or his/her designee may suspend the transportation privileges of the student providing such suspension conforms with due process. The procedures for suspension are set forth in the Student Code of Conduct and Board Policy 5611 – Due Process Rights.

R.C. 3313.20, 3313.66, 3313.661, 3315.07, 3327.041

A.C. 3301-35-03(G), 3301-83-08

Revised 8/13/2001

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5610 - **REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS**

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

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In determining whether a student is to be suspended or expelled, District Administrators shall use a preponderance of evidence standard. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. (See Policy 5605 - Suspension/Expulsion of Students with Disabilities.)

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

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

- A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District. (See Policy 5610.03 "Emergency Removal")
- B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, Principal, assistant Principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension shall not extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year.

The Superintendent may instead require a student to participate in a community service program or another alternative consequence for a number of hours equal to the remaining part of the period of the suspension. The student shall be required to begin such community service program or alternative consequence during the first full week day of summer break.

The Superintendent may develop a list of appropriate alternative consequences, and set forth such list in the applicable guidelines.

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

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

A student who is suspended shall be required to complete any classroom assignments missed because of the suspension, and receive full credit for completed and submitted assignments. Grade reductions on account of the student's suspension are not permitted.

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

When making a determination whether or not a student will be expelled or permanently excluded under this policy, the Superintendent shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315 - Information Management (i.e. "Litigation Hold")) created and/or received as part of an investigation.

The documents, ESI, and electronic media (as defined in Policy 8315) shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

1. **Firearm or Knife**

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife capable of causing serious bodily injury to a school building or on to any other property (including a school vehicle) owned, controlled,

or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife capable of causing serious bodily injury at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

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

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

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

2. **Violent Conduct**

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

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

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

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

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

or

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

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

3. **Bomb Threats**

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

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

- a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs;

or

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

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

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

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

Suspension or Expulsion of Students in Grades Pre-Kindergarten through 3

Beginning with the 2019-2020 school year, except as permitted by law, suspension or expulsion proceedings shall not be initiated against a student in any of grades Pre-kindergarten through three unless the student has committed the following acts:

- A. The student brings a firearm or knife capable of causing serious bodily injury to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, or possesses a firearm or knife capable of causing serious bodily injury at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board.
- B. The student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act: 1) would be a criminal offense if committed by an adult; and 2) results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6).
- C. The student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.

- D. The student engages in behavior of such a nature that suspension or expulsion is necessary to protect the immediate health and safety of the student, the student's fellow classmates, the classroom staff and teachers, or other school employees.

Prior to suspending or expelling a student in any of grades Pre-K through 3, the Principal shall, whenever possible, consult with a mental health professional under contract. If the events leading up to the student's suspension or expulsion from school indicate that the student is in need of additional mental health services, the student's Principal or the District's mental health professional shall assist the student's parent or guardian with locating providers or obtaining such services, including referral to an independent mental health professional, provided such assistance does not result in a financial burden to the District or the student's school.

If a student in any of grades Pre-K through 3 is suspended or expelled, the student shall be afforded the same notice and hearing, procedural, and educational opportunities as set forth in Board policy and the law. The suspension or expulsion of a student in any of grades Pre-K through 3 shall not limit the Board's responsibilities with respect to the provision of special education and related services to such student in accordance with Board policy and the law. Further, the Board shall not be limited in its authority to issue an in-school suspension to a student in any of grades Pre-K through 3, provided that the in-school suspension is served in a supervised learning environment.

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

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

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

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

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

When a student is expelled from this District, the Superintendent shall send written notice to any college in which the expelled student is enrolled under Postsecondary Enrollment Options at the time the expulsion is imposed. The written notice shall indicate the date the expulsion is scheduled to expire.

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

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

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

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Bylaws & Policies

5610.04 - SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for up to ten (10) days by the building Administrator. The Superintendent may extend the suspension for all or part of the school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program, will be made available to all parents and students and posted in a central location.

R.C. 3319.41, 3327.01, 3327.014
A.C. 3301-83-08

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Licking Valley Local School District
Bylaws & Policies

5610.05 - PROHIBITION FROM EXTRA-CURRICULAR ACTIVITIES

Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, and assistant principals and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place.

In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein.

Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing, or appeal rights.

This policy shall be posted in a central location in each school building and will be available to students upon request.

R.C. 3313.664

Revised 8/13/2001

Licking Valley Local School District
Bylaws & Policies
5771 - SEARCH AND SEIZURE

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals or designee to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been posted.

Search of a student's person or intimate personal belongings shall be conducted by a witness of the same gender.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The Superintendent shall prepare administrative guidelines to implement this policy.

R.C. 3313.20
U.S. Constitution, 4th Amendment

Revised 8/13/2001

Licking Valley Local School District
Bylaws & Policies
5772 - WEAPONS

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and

gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous ordnances under State law.

Policy exceptions include:

- A. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and any ammunition will never be approved as a part of a presentation);
- B. theatrical props used in appropriate settings.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the building administrator. Failure to report such information may subject the student to disciplinary action.

This policy shall be implemented through the Code of Conduct/Student Discipline Code, Policy 5610, and Policy 5610.01, and through administrative guidelines.

The Superintendent is authorized to establish instructional programs on the weapons and the requirement that students immediately report knowledge of weapons and threats of violence by students and/or staff to the building principal. Failure to report such knowledge may subject the student to discipline.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

Revised 11/4/02

Revised 6/14/04

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Licking Valley Local School District
Bylaws & Policies
5780 - STUDENT RIGHTS

The Board of Education recognizes that students possess not only the right to an education but many of the rights of citizenship as well.

In providing students the opportunity for an education to which they are entitled, the Board shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. At the same time, the Board recognizes that no student may be deprived of the basic right to equal access to the educational program, and his/her constitutional right to due process and free expression and association as appropriate for the school environment.

Attendant to the rights afforded to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the guidelines and rules of the District.

Since a student who has reached the age of majority possesses the full rights of an adult, s/he may authorize those school matters previously handled by his/her parents, but s/he also assumes the responsibility for his/her performance in school, attendance, and compliance with school rules.

Parents also have rights in the school system to know about their student's educational experience. Specific rights are listed in topic areas of these policies.

In addition, parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.

The Superintendent shall, in consultation with parents, develop a procedure addressing the right of parents as described herein and procedures to assure timely response to parental requests to review instructional material. The procedure shall also address reasonable notification to parents and students of their rights to review these materials. See AG 9130A and Form 9130 F3.

This policy shall not supercede any rights under the Family Education Rights and Privacy Act.

R.C. 3109.01
20 U.S.C. 1232h
Revised 11/4/02

Licking Valley Local School District
Bylaws & Policies

7540.03 - STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech").

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Board may not be able to technologically limit access, through its Education Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent may temporarily or permanently unblock access to websites or online educational services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students in grades 6-12 will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication

apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District's Education Technology.

P.L. 106-554, Children's Internet Protection Act of 2000
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,
as amended (2003)
18 U.S.C. 1460
18 U.S.C. 2246
18 U.S.C. 2256
20 U.S.C. 6777, 9134 (2003)
76 F.R. 56295, 56303
Adopted 6/14/04
Revised 11/9/09
Revised 4/11/11
Revised 5/14/12
Revised 11/14/14
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Licking Valley Local School District
Bylaws & Policies

8330 - STUDENT RECORDS

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The Board designates the Superintendent as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District's Education Technology.

R.C. 9.01, 111.41, 111.42, 111.43, 111.46, 111.47, 111.99

R.C. 149.41, 149.43, 1347 et seq., 3113.33, 3319.321

34 C.F.R. Part 99

20 U.S.C., Section 1232f through 1232i (FERPA)

26 U.S.C. 152

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act

20 U.S.C. 7165(b)

20 U.S.C. 7908

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Revised 7/14/03

Revised 1/13/04

Revised 6/14/04

Revised 2/12/07

Revised 4/14/08

Revised 6/8/09

Revised 5/14/12

Revised 11/14/14

Revised 11/14/16

Revised 4/10/17

Revised 9/22/21

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Licking Valley Local School District

Bylaws & Policies

8451 - PEDICULOSIS (HEAD LICE)

Head lice are a universal problem and are particularly prevalent among elementary school-age children. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts.

Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and child. Parents need to continually observe their child for this potential problem and treat adequately and appropriately as necessary.

If a child in the District is found to have lice, the child's parent will be contacted to have the child treated and to pick him/her up immediately. After treatment and upon returning to school, the child will be examined by the school health staff or principal. The District practices a policy of no nits as a criteria for return to school.

The Superintendent shall prepare administrative guidelines to provide for the implementation of this policy.

Adopted 5/14/12

OTHER
RELEVANT
PUBLICATIONS

Military Recruiters, the USA Patriot Act, and the Solomon Amendment

USA PATRIOT ACT

The USA PATRIOT ACT modified certain provisions of the Family Educational Rights and Privacy Act (FERPA). One change to FERPA was modification of the requirement to release directory information (i.e., student names, addresses, honors and degrees received, etc.) to military recruiters. FERPA has always allowed schools to designate certain information as directory information and then notify parents of the schools' policies regarding release of the designated information. Parents can object to some or all of the release policies and then the school is permitted to release directory information about non-objecting students to persons or entities defined in their policy. These FERPA sections permit, but do not require, schools to release directory information. The USA Patriot Act, however, requires schools, as a condition of receiving federal funds, to release to requesting military recruiters lists of names, addresses and telephone numbers of students who have not filed objections. Prior to the change, military recruiters were entitled only to the same access as provided generally to everyone else under a school's policies. This change gives only the military (aside from parents) a federal right to access. There are some exceptions to this change, but generally, parents still have a right to object to the release.

Parents should note that this change to FERPA has almost no practical effect on Ohio schools. Since September 14, 1995, Ohio Revised Code, Section 3319.321 (B) (1) (b) has required nearly the same policy involving release of information to military recruiters. This section reads as follows:

"The names and addresses of students in grades ten through twelve shall be released to a recruiting officer for any branch of the United States armed forces who requests such information, except that such information shall not be released if the student or student's parent, guardian, or custodian submits to the board a written request not to release such data."

SOLOMON AMENDMENT

The National Defense Authorization Act for Fiscal 2002 P.L. No. 107-107, Section 503 as amended by 504, commonly called the Solomon Amendment, did modify numerous federal education related statutes, including FERPA and NO CHILD LEFT BEHIND. **First, students and parents who choose any "opt out" of release of directory information must choose that the "opt out" be for the release of directory information to all outside entities if there is an "opt out" for military recruiters.** That is, if recruiters are excluded from receiving your child's directory information, it can only be as part of an exclusion for everyone. In fact, the Solomon Amendment gives the military recruiters a superior right to the directory information as compared to employers and colleges, who may be treated individually under various statutes. In other words, if any of your child's directory information is sent to ANY third-party, recruiters must be treated in a manner that gives them equal access to the information.



OHIO HIGH SCHOOL ATHLETIC ASSOCIATION
Doug Ute, Executive Director

**Student Eligibility Guide for
Interscholastic Athletic Participation in High School**

Overview

Participating in your school's interscholastic athletics program will provide some of the most memorable and enjoyable moments of your life. Since your school is a member of the Ohio High School Athletic Association, there are standards that must be met in order to be eligible to compete.

The essential eligibility requirements in this publication are only a summary of some of the regulations affecting student eligibility. OHSAA eligibility requirements are published in the *OHSAA Handbook*, which can be found in the offices of your principal, your athletic administrator and on the OHSAA website (www.ohsaa.org). Your school district also has the authority to establish additional eligibility standards, including academic and codes of student or athletic conduct.

Any questions you have concerning OHSAA standards or your athletic eligibility should be reviewed with your school principal or athletic administrator. You should also meet with these administrators **EVERY TIME** before you change your course schedule or drop a course. If you are a transfer student, you must ensure that you and your school administrators have submitted all forms, if applicable, to the OHSAA Office in Columbus.

The bylaws and regulations, including the eligibility standards, of the OHSAA are annually adopted by each member school as a required condition of membership within the Association. You are urged, as a student-athlete, to review these standards since you are equally responsible for compliance with these standards. Best wishes as you learn the valuable lessons that come with your participation in interscholastic athletics!

PLEASE NOTE: Student-athletes and parents have the opportunity to ask school administrators questions on OHSAA and school eligibility requirements, the school's Athletic Code of Conduct policy and other issues during preseason meetings that the OHSAA requires schools to hold no later than two weeks after the beginning of each sports season. Meetings should include showing a presentation prepared by the OHSAA that reviews key student eligibility issues, healthy lifestyles, sporting behavior, concussion management and sudden cardiac arrest.

OHSAA Eligibility – Falsified Information (Bylaw 4-1)

If you compete under a name other than your own or provide false information in an attempt to establish athletic eligibility you will be subject to a period of ineligibility.

OHSAA Eligibility – Age (Bylaw 4-2)

When a high school student (grades 9-12) turns 20 years of age, he/she becomes ineligible for interscholastic athletics. There is an exception to this bylaw, so please arrange a meeting with your principal or athletic administrator to review this exception within Bylaw 4-2-1.

OHSAA Eligibility – Enrollment & Attendance (Bylaw 4-3)

After establishing ninth-grade eligibility, you are permitted only eight (8) semesters of athletic eligibility. The semesters are taken in order of attendance once ninth-grade eligibility has been established. Semesters are counted toward eligibility whether you participate in interscholastic athletics or not. There are exceptions to this regulation, so please arrange a meeting with your principal or athletic administrator to review these exceptions.

Furthermore, students are only permitted to participate in sports at the school where they are enrolled and attending fulltime (Bylaw 4-3-1). State law permits certain classifications of non-enrolled students (home educated, non-public, community school, STEM students) to have participation opportunities at the public high school that the student would be entitled to attend under the tuition statute, (i.e., the school located in the parents' residential district or attendance zone for multiple high school districts). There is an additional option for home-educated and non-public school students. If you are participating via this legislation, note that the language says you shall be given the "same opportunities" to participate – not greater opportunities — and that you must meet the same eligibility requirements as other students. For more information on participation opportunities for non-enrolled students, go to the Eligibility section of the OHSAA website (<https://www.ohsaa.org/Eligibility/Enrollment>).



OHIO HIGH SCHOOL ATHLETIC ASSOCIATION
Doug Ute, Executive Director

OHSAA Eligibility – Scholarship (Bylaw 4-4)

In order to be eligible for the first grading period upon entrance into grade 9, you must have received passing grades in a minimum of four (4) classes in the immediately preceding grading period. In order to maintain eligibility for grades 9-12, you must have received passing grades in a minimum of five (5) one credit courses, or the equivalent, in the immediately preceding grading period. In addition:

- Summer school, College Credit Plus taken in the summer and other educational options (e.g. work permitted after the conclusion of the grading period) may not be used to bring a student into compliance with scholarship bylaws, nor can they be used to compensate for lack of courses taken in the preceding grading period.
- Your semester or yearly grades have no effect on OHSAA eligibility (although they could, depending upon your school's official grading periods). OHSAA eligibility is dependent upon grades received in the immediately preceding grading period.
- Those taking postsecondary school courses, including College Credit Plus, must comply with OHSAA scholarship regulations.
- The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. Note: Check with your principal or athletic administrator for the exact date that eligibility will be determined.

OHSAA Eligibility – Conduct, Character & Discipline (Bylaw 4-5)

In matters pertaining to personal conduct in which athletic contests and their related activities are not involved, the school itself is to be the sole judge as to whether the student may participate in athletics. In matters pertaining to personal conduct in which athletic contests and their related activities are involved, the principal and game officials shall file a report and the OHSAA office shall have jurisdiction to determine additional penalties including whether or not the student may participate in athletics. Further, any student who is subject to a penalty or consequences for violations of a school's Board adopted Code of Conduct (Student, Athletic) shall be declared ineligible in the event the student transfers to another school before the penalty or consequence has been fully served.

OHSAA Eligibility – Residency (Bylaw 4-6)

If your parent(s) or legal guardian live outside of Ohio, you are ineligible unless one of the exceptions to the residency bylaw is met. The exceptions for out-of-state residency are found within Bylaw 4-6.

OHSAA Eligibility – Transfers (Bylaw 4-7)

Once your eligibility is established at a high school, a transfer to a different high school may mean you will lose eligibility for interscholastic athletics for a period of time at your new school. For the specifics on the period of ineligibility, visit <https://www.ohsaa.org/Eligibility/Transfer>.

- If you are new to this school as a transfer student, all required paperwork must be submitted to the OHSAA by your school administrator, if applicable, and, depending on your situation, the state office may have to grant approval for eligibility. Full eligibility, insofar as transfer is concerned, may be granted only if one of the exceptions to the OHSAA transfer bylaw has been met or if you have not participated in the sport at any high school in the 12 months immediately preceding your transfer.
- To determine if you qualify for an exception or you have other questions on these regulations, arrange a meeting with your principal or athletic administrator. If questions remain, ask them to contact the OHSAA.

OHSAA Eligibility – International & Exchange Students (Bylaw 4-8)

If you are an International Student, you are ineligible unless you live in Ohio with your parent(s) or unless you meet one of the exceptions to the International & Exchange student bylaw (Bylaw 4-8). Please schedule a meeting with your school administrator to discuss the different exceptions.



OHSAA Eligibility – Recruiting (Bylaw 4-9)

You may be declared ineligible if you are recruited by a person or group of persons to transfer to or enroll in a high school for athletic purposes. This may include your transferring to a school at which one of your former school coaches has been hired. In addition, any attempt by you to recruit a prospective student-athlete for athletic purposes is also prohibited. A violation may also affect the eligibility of the school team.

OHSAA Eligibility – Amateurism/Awards (Bylaw 4-10/Bylaw 5)

You may receive awards valued at \$500 or less from any source as a result from participation in any sport in which you are an interscholastic athlete, per event, as long as the award is not money/cash. Additionally, you will lose your amateur status in a sport and forfeit your eligibility if you:

- Complete for money or other compensation.
- Promote products on a social media account using the notoriety you receive from being an athlete in exchange for money, merchandise or services of value. (i.e. NO NIL DEALS)
- Receive money, merchandise or services of value based in whole, or in part, on the notoriety you receive from being an athlete.
- Sign a contract or make a commitment to play professional athletics.
- Receive services, merchandise or any form of financial assistance from a professional sports organization.
- Compete with a professional athletics team even if no pay is received.

Expenses for travel, meals and lodging may be accepted provided they are available to all participants and they are not contingent upon your team's and/or your finish. A form is available at www.ohsaa.org to maintain amateur status and must be submitted to the OHSAA.

OHSAA Sport Regulation – Open Gyms/Facilities

School officials may designate open gyms/facilities, the sport to be played, the grade levels involved and may also limit participants to those from your school. You may participate in open gyms/facilities, but remember:

- No one from the respective school may be excluded from participating;
- No one shall be required to attend;
- No school officials may invite selected students or determine the teams;
- No school officials may transport students to or from either school or non-school facilities;
- No coaching or instruction may be provided.

The OHSAA may impose penalties against you, your school and/or your coach for violating these regulations.

OHSAA Sport Regulation – Individual Instruction

There are restrictions on the instruction a student-athlete can receive from school coaches outside of the season. Some of these regulations are also different for team sports vs. individual sports. Before receiving instruction outside the season from school coaches, visit <https://ohsaaweb.blob.core.windows.net/files/SchoolResources/Handbook.pdf> and review General Sports Regulation 7 to ensure all regulations are being followed. Some other key notes on these regulations:

- Besides during the season of your sport, school coaches may also provide team instruction between June 1 and July 31 for a total of 10 days. This would include such activities as volleyball, field hockey, soccer, basketball, ice hockey, lacrosse, baseball or softball teams competing in tournaments or 'shootouts,' football teams participating in 7-on-7's, or coaches conducting or taking teams to instructional camps from June 1-July 31 only.
- Between August 1 and May 31 and outside defined "no contact periods," school coaches may also provide individual instruction outside the season of play. There are restrictions for team sports, so review the OHSAA's Individual Skill Instruction regulations to ensure all standards are being followed.
- Individual skill instruction from non-school coaches may be received in any sport by a squad member at any time in individual or group lessons provided that these individual skill instructions do not violate any Board of Education, school administrators' or coaches' policies.
- It is a violation if a coach suggests a student-athlete's participation in instructional programs is mandatory outside the school season.



OHIO HIGH SCHOOL ATHLETIC ASSOCIATION Doug Ute, Executive Director

OHSAA Sport Regulation – Non-School Teams

If you compete on a non-school team or in non-school competition as an individual in the same sport during your school team's season (example: non-school soccer during the school's soccer season), you may lose eligibility. There are also certain restrictions regarding tryouts, practices and competitions with non-school teams before, during and after your school season. Before participating with a non-school team, visit <https://ohsaaweb.blob.core.windows.net/files/SchoolResources/Handbook.pdf> and review General Sports Regulation 7 to ensure all regulations are being followed. Some other key notes on these regulations:

- A member of an interscholastic squad in a team sport (baseball, basketball, field hockey, football, ice hockey, lacrosse, soccer, softball and volleyball) may not participate in an athletic contest, tryouts or any type of team or group training or practices on or with a non-school squad in the same sport during the school's interscholastic season once you become a member of the school team. *This would include college teams and/or college tryouts.*
- In the individual sports of bowling, cross country, golf, gymnastics, swimming and diving, tennis, track and field and wrestling, however, you may practice and try out for a non-school team but may not compete in a contest during your school season.
- A member of an interscholastic squad in a team sport (baseball, basketball, field hockey, ice hockey, lacrosse, soccer, softball and volleyball) may try out, practice and compete on non-school teams before and after the school season from August 1 to May 31 (there are exceptions for baseball and softball) provided:

The OHSAA's non-interscholastic team limitation is maintained, meaning the number of students from the same school team on the roster of the non-school team is limited to six (6) students in the sports of baseball, field hockey, girls lacrosse, soccer, and softball; five (5) students in the sports of boys lacrosse and ice hockey; and three (3) students in the sports of basketball and volleyball. *School football team members are prohibited from competing on non-school teams except from June 1 to July 31. All football activities during the June 1 to July 31 period must be non-contact and the only football equipment permitted are helmets and cleats. Note: Seniors are exempt from these limitations after the conclusion of their sport season.*

- There is no limit on the number of students from the same school team that may participate on the same non-interscholastic team from June 1 to July 31 provided that non-interscholastic team is being coached by a non-school coach.

Check the OHSAA Sport-by-Sport Regulations (available at www.ohsaa.org) for the date you must cease participation on non-school teams in order to be eligible for OHSAA tournament competition, along with penalties for non-compliance with this date.

OHSAA Sport Regulation – Preparticipation Evaluation & Consent Forms

Before the student's first practice (or prior to the student's first participation should he/she join the team after the season has started), each student must have had a physical examination within the past year and an examination form signed by a medical examiner must be on file at your school. Physical examinations are valid for participation for 13 months from the date of the exam except for those that take place from May 1-June 1. Those exams are valid for one year plus through the end of the next school year's spring sports season.

In addition, no student will be eligible unless that student and his or her parents have signed the OHSAA Authorization Form, the OHSAA Eligibility & Authorization Statement, the Concussion Form and the Sudden Cardiac Arrest Form, all of which must be on file at your school.

OHSAA Sport Regulation – Alcohol, Tobacco, Drugs & Steroids

The OHSAA does not permit the use of any form of alcohol, tobacco or illegal drugs at the site of any interscholastic contests. Besides the health risks involved, use of any of these items will result in you being disqualified from contests and likely facing additional school and legal penalties. There are additional issues related to illicit drugs, such as anabolic steroids and some prescription drugs used with the goal of aiding performance. If you use anabolic steroids or other performance-enhancing drugs of which the OHSAA is aware, you are ineligible for interscholastic competition until medical evidence indicates that your system is free of these drugs.

Another prominent issue is the use of supplements. The increased availability of these items allows student-athletes access to a wide variety of products aggressively marketed in fitness and strength training magazines and websites. Often their marketing campaigns include promises, endorsed by faulty research claims, of extra-ordinary weight loss, explosive power or tremendous strength gains. It is important for coaches, athletic administrators and parents to educate themselves about what substances your student-athletes may be using and about the potential risks involved with uneducated supplement use.



OHSAA Sport Regulation – Concussion & Sudden Cardiac Arrest Management

It is everyone's responsibility to take the necessary precautions to reduce the likelihood of brain injuries and sudden cardiac arrest.

In Ohio, any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion, such as loss of consciousness, headache, dizziness, confusion or balance problems, shall be immediately removed from the contest or practice and shall not return to play that same day. Thereafter, the student shall not return to practice or competition until cleared with written authorization from a physician or health care provider approved by the local board in accordance with state law.

Sudden Cardiac Arrest (SCA) is the most common cause of death among student-athletes, and dizziness, loss of breath and a racing heart are often symptoms that are overlooked. In many cases, recognizing the signs of cardiac trouble means student-athletes can continue their athletic participation.

Each school is required to review both its concussion and sudden cardiac arrest management protocols with students and their parents; each student and his or her parents must review and sign both the Ohio Department of Health's "Concussion Information Sheet" and a "Sudden Cardiac Arrest Information Sheet" prior to participation, and parents and students are highly encouraged to review short video presentations on both concussions and sudden cardiac arrest. Check with your school administrators on where to find these videos.

OHSAA Sport Regulation – Sporting Behavior

The OHSAA's vision for positive sporting behavior is built on expectations. It calls on the school community — administrators, teachers, coaches, students, parents and fans — to strive for positive sporting behavior in everything they do by teaching the values of ethics, integrity, equity, fairness and respect.

As a student-athlete, you are expected to accept the responsibility and privilege of representing your school and community while participating in school sports. You are expected to:

- Treat opponents, coaches and officials with respect, and
- Ensure your actions do not incite fans or other participants or attempt to embarrass, ridicule or demean others.

The OHSAA has established a policy for students ejected for unsporting behavior or flagrant fouls. If you are ejected:

- You will be ineligible for all contests for the remainder of that day, and you will be ineligible for all contests at all levels in that sport until two regular season contests are played at the same level as the ejection (one contest in football).
- If you are ejected for fighting you will be ineligible for all contests for the remainder of that day, and you will be ineligible for all contests at all levels in that sport until FOUR regular season contests are played at the same level as the ejection (two contests in football).

If you are ejected a second time in a season, you are subject to additional, more stringent penalties, including suspension from play for the remainder of the season in that sport.

As a participant in school sports, you are expected to act with dignity, speak with courtesy and play with pride. In short, Respect the Game!

See Eligibility Checklist on Page 6...



OHIO HIGH SCHOOL ATHLETIC ASSOCIATION
Doug Ute, Executive Director

OHSAA Eligibility Checklist

For High School Students Enrolled and/or Participating at an OHSAA Member School

Before you play, you must be eligible. Please review the following checklist with your parents. Unchecked boxes may mean you are **NOT** eligible. For questions, see your principal or athletic administrator.

- I am officially enrolled in an OHSAA member high school or participating in accordance with state law.
- I am enrolled in at least five one credit courses or the equivalent, each of which counts toward graduation.
- I received passing grades in at least five one credit courses or the equivalent, each of which count toward graduation, during the immediately preceding grading period, or as an incoming 9th grader, I have passed four classes.
- I have a biological and/or adoptive parent who lives in Ohio.
- I have not changed schools without a corresponding move by my parents or legal guardian or by qualifying for one of the exceptions to the OHSAA transfer regulation.
- If I have changed schools (transferred), I have followed up with my new school to ensure that all proper forms (if applicable) have been submitted to the OHSAA Office.
- I understand I am permitted only eight semesters of eligibility taken in order of attendance, whether I play or not, once I have become eligible for athletics at grade 9.
- I understand I will become ineligible once I turn 20 years old.
- I have not received an award, equipment or prize in a sport in which I compete interscholastically valued at greater than \$500/item/source.
- I was either 1) born in the United States, 2) born outside the United States but am living here with a parent, or 3) have been approved for eligibility under Bylaw 4-8, International Students.
- I am competing under my true name and have provided my school with my correct home address.
- I have not competed in a mandatory open gym/facility, conditioning or instructional program outside the school season.
- I have not been coached or provided instruction by a school coach in a team sport in which I participate other than during my sport season, during an instructional period approved by the OHSAA outside the season observing the 50% roster limitation.
- I am not competing on a non-school team or in non-school competition as an individual during my school team's season in the same sport.
- I have not been recruited for athletic purposes to attend this school.
- I am not using anabolic steroids or other performance-enhancing drugs.
- I have had a physical examination within the past year and it is on file at my school.
- My parents and I attended a preseason meeting at my school which the OHSAA requires to be held no later than two weeks after the beginning of each sports season. We viewed a presentation prepared by the OHSAA to review key eligibility issues, healthy lifestyles and sporting behavior.
- My school also reviewed with my parents and me its concussion management protocol, we reviewed and signed the Ohio Department of Health's "Concussion Information Sheet" prior to participation and we reviewed a short presentation on concussions available at no cost at www.nfhslearn.com.
- My school also reviewed with my parents and me the Sudden Cardiac Arrest video, and we reviewed and have signed the Ohio Department of Health's "Sudden Cardiac Arrest Information Sheet" prior to participation and we reviewed a short presentation on Sudden Cardiac Arrest.
- My parents & I have signed the OHSAA Authorization Form and the OHSAA Eligibility and Authorization Statement. They are on file at my school.

Student Printed Name

Parent/Guardian Printed Name

Student Signature

Date

Parent/Guardian Signature

Date

NOTE: This form has been provided as a service to the OHSAA membership for schools to utilize with student-athletes and their parents/guardians. Use of this form is at the sole discretion of each member school.