

# LUCAS HIGH SCHOOL



*Home of the Cubs*

5 FIRST AVE.  
LUCAS, OH 44843  
419-892-2338 x221  
419-892-1138 (FAX)

MR. ERIC TEAGUE  
HIGH SCHOOL PRINCIPAL  
& DISTRICT ATHLETIC DIRECTOR  
[teague.eric@lucascubs.org](mailto:teague.eric@lucascubs.org)

[www.lucascubs.org](http://www.lucascubs.org)

[www.lhscubs.com](http://www.lhscubs.com)

Welcome to the 2018-2019 school year! To meet the challenges of an ever-changing world, the faculty, staff and I will do our part to challenge you and help provide you with the skills necessary to become a well-rounded, lifelong learner. We hope that you take the time to review the information within this handbook and use it to your advantage throughout the school year. If you have any questions or need any assistance, please stop in the office. We look forward to an outstanding year!

*Mr. Teague*

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## 2018-2019 LHS STUDENT HANDBOOK

This handbook has been developed to provide guidance to students and parents/guardians of the rules, regulations, procedures and expectations of students enrolled at Lucas High School. As this handbook contains information regarding student rights & responsibilities, each student and their parent/guardian must become familiar with the provisions therein. Should a question arise, please feel free to contact the Principal/designee.

**This handbook and all information contained within, supercedes all prior handbooks and other disseminated materials on the same subject(s). The Lucas Local Schools Board of Education adopted this handbook on July 2018, 2018.**

The mission of the Lucas Local School District is to prepare well-rounded, lifelong learners who are able to meet life's challenges. Lucas High School faculty & staff are committed to the goals of:

- Preparing students for the world of work
- Preparing students for additional schooling or training opportunities
- Preparing students to be responsible and productive citizens
- Preparing students to appreciate a quality of life in line with their interests and abilities

Students must understand they have responsibilities to themselves, to the community in which they live and the nation as a whole. Also realize that the purpose of public education is to prepare all students for a productive and satisfying life. Individual responsibility in this is as important as is the collective responsibility of governments and its institutions. All students are expected to:

- Arrive at school with a positive mental attitude and be prepared to learn
- Bring necessary supplies and materials to class
- Complete and submit coursework as assigned
- Contribute positively to the classroom and school environment
- Show respect for yourself, your peers, school personnel and all visitors
- Respect private and public property

### Lucas Alma Mater

As we stand here at your portals,  
Dear old Lucas High  
Singing your hymns of praises,  
Till they reach the sky.  
Hear the echoes ring  
Hail to thee our Alma Mater  
Hail, all hail we sing.

### Lucas Fight Song

Let's fight; let's fight for Lucas High.  
Come on and give a cheer.  
Let's shout; let's hear our battle cry  
So that our foes will fear. (Go Lucas!)  
Let's go, Lucas High,  
Let's make history.  
You know our team is best,  
So let's fight on to victory! **CUBS!**

*-lyrics by Mr. Robert Hayes (1999)*

***Sportsmanship...***

***Make it a tradition...***

***Practice it for Life!***

## BELL SCHEDULES

### Regular Bell Schedule

8:30	Warning Bell
8:33	Tardy Bell & Announcements
8:33-9:25	1 <sup>st</sup> Period
9:28-10:19	2 <sup>nd</sup> Period
10:22-11:13	3 <sup>rd</sup> Period
11:16-12:07	4A Period
11:16-11:46	A Lunch
11:48-12:39	4B Period
12:09-12:39	B Lunch
12:42-1:33	5 <sup>th</sup> Period
1:36-2:27	6 <sup>th</sup> Period
2:30-3:21	7 <sup>th</sup> Period

### Pep Assembly Bell Schedule

8:30	Warning Bell
8:33	Tardy Bell & Announcements
8:33-9:25	1 <sup>st</sup> Period
9:28-10:19	2 <sup>nd</sup> Period
10:22-11:13	3 <sup>rd</sup> Period
11:16-12:07	4A Period
11:16-11:46	A Lunch
11:48-12:39	4B Period
12:09-12:39	B Lunch
12:40-1:24	5 <sup>th</sup> Period
1:27-2:10	6 <sup>th</sup> Period
2:13-2:57	7 <sup>th</sup> Period
3:00-3:21	Pep Rally

*Pep rally participants will be released at 2:40pm.*

### 2-Hour Delay Bell Schedule

10:30	Warning Bell
10:33	Tardy Bell & Announcements
10:33-11:07	1 <sup>st</sup> Period
11:10-11:43	2 <sup>nd</sup> Period
11:46-12:19	4A Period
11:46-12:19	A Lunch
12:22-12:55	4B Period
12:22-12:55	B Lunch
12:58-1:31	3 <sup>rd</sup> Period
1:34-2:07	5 <sup>th</sup> Period
2:10-2:43	6 <sup>th</sup> Periods
2:46-3:21	7 <sup>th</sup> Period

*The Cub way  
A Cub is one who...  
-Respects himself/herself  
-Respects fellow students  
-Respects his/her school  
-Respects his/her family  
-Respects his/her community  
Do you live the Cub way?*

**[www.lucascubs.org](http://www.lucascubs.org)**

**[www.lhscubs.com](http://www.lhscubs.com)**

**[@lucascubssports](https://www.instagram.com/lucascubssports)**

## ACADEMIC POLICIES

### Grading Scale

99-100	A+	77-79	C+
93-98	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
		00-59	F

*Incomplete grades will become an "F" if incomplete work is not completed within ten (10) scheduled school days of the end of the grading period.*

*NOTE: For purposes of athletic eligibility, the OHSAA recognizes incomplete grades as an "F".*

To average semester grades, add your percentages together and divide by two to determine your final course grade.

To average yearly grades, add your percentages together and divide by four to determine your final course grade.

### **ACADEMIC PROBATION**

Students placed on Academic Probation due to academic dishonesty will be denied the privilege of receiving any academic honors or recognition during the school year in which the academic dishonesty occurred, may be denied the privilege of admission to, or continued membership in, the Lucas Academic Honor Society, and may have any letters of recommendation withheld or revoked.

### **CLASS RANK**

LHS determines class rank based upon total points using a weighted point system earned by the last day of required attendance for the Senior class as determined by the school calendar. All classes approved for high school credit & completed by the last day of required attendance will be included. The student with the most points will be the Valedictorian. The student with the second most points will be the Salutatorian. To qualify as the Valedictorian/Salutatorian, the student must have attended LHS for a minimum of three (3) semesters, two (2) of which must be during the student's senior year. The Valedictorian and Salutatorian will be provided the opportunity to speak at Commencement.

Any courses completed or grades obtained after the last day of required attendance for the senior class, as determined by the school calendar, will not count toward the selection of the Valedictorian/Salutatorian. These courses and grades will be included on the student's final transcript only. Students who graduate early per Board Policy IKFA will be eligible for the title of Valedictorian/Salutatorian with the current graduating class.

Final grades as used to determine class rank will be converted as follows:

<u>Letter</u>	<u>Range</u>	<u>Value</u>	<u>Letter</u>	<u>Range</u>	<u>Value</u>
A+	4.01 - 4.01	4.01	C	1.76 - 2.25	2.00
A	3.76 - 4.00	4.00	C-	1.51 - 1.75	1.70
A-	3.51 - 3.75	3.70	D+	1.26 - 1.50	1.30
B+	3.26 - 3.50	3.30	D	0.81 - 1.25	1.00
B	2.76 - 3.25	3.00	D-	0.60 - 0.80	0.70
B-	2.51 - 2.75	2.70	F	0.00 - 0.59	0.00
C+	2.26 - 2.50	2.30			

Specific instructional criteria to determine class rank for weighted courses include:

- 1) Methods of testing - analysis & application of ideas and/or essay answers
- 2) Nature of textbook (at an above-average level)
- 3) Type of instruction (college format of discussion/lecture)
- 4) Requirements for overall excellence in both oral & written presentations
- 5) Necessity of building on previously learned concepts

The grade value for a weighted course is determined based on the following scale:

<u>Weight of 1.5</u>		<u>Weight of 2.0</u>		<i><b>A grade earned at a 'C-' or lower will</b></i>
A(+) = 6.00	B- = 4.05	A(+) = 8.00	B- = 5.40	
A- = 5.55	C+ = 3.45	A- = 7.40	C+ = 4.60	

B+ = 4.95    C = 3.00                      B+ = 6.60    C = 4.00    *not be 'weighted.'*  
 B = 4.50    B = 6.00

The following courses are considered to be 'weighted':

Algebra II CP	1.5	Chemistry	1.5
Advanced Math & Calculus	2.0	Physics	2.0
Anatomy & Physiology	2.0	English 11 CP	1.5
English 12 CP	2.0	Honors Biology	1.5
French III	1.5	Spanish III	1.5
French IV	2.0	Spanish IV	2.0

**EXAMS, SEMESTER and/or END OF COURSE/YEAR**

The administration of Semester and/or End of Course/Year Exams will occur as scheduled. Exam grades may be determined by a traditional written exam, project presentation and/or performance component or as otherwise indicated by state law. See your course syllabus/instructor for detailed information about a particular exam.

**FLEX CREDIT POLICY; BOE Policy IGBM**

Flex Credit is offered to all students as an opportunity to customize aspects of their education around their respective needs and interests, as well as meet the increasing global needs for 21<sup>st</sup> Century Skills. Students will be able to earn High School credit based on an individually approved Credit Flexibility Plan. For more information about Credit Flexibility and details about submitting a Credit Flexibility Plan, see the Guidance Counselor.

**GRADE CARDS & INTERIMS**

Report cards will be mailed to the home address on file for all students at the conclusion of each grading periods (given that all obligations have been met). Interim reports will be mailed to the home address on file for all students at the mid-point of each grading period as determined on the District Calendar. In each case, the District's automated calling system will be employed to notify parents/guardians as to when grade reports have been mailed.

**GRADUATION REQUIREMENTS**

The Lucas Board of Education resolves that its standards for graduation meet the minimum standards of the Ohio Department of Education as well as those of the North Central Association of Colleges & Secondary Schools and compares favorably with high schools in the state recognized for excellence. The minimum requirements for graduation are as follows:

- English            **4 credits** consisting of English 9, English 10, English 11 and English 12
- Math              **4 credits** including Algebra II or the equivalent
- Science           **3 inquiry-based credits** including one unit of physical science, one credit of life science and one credit of advanced study
- Soc. Studies     **3 credits** including one credit of American History, one credit of World History, one credit of American Government and financial literacy
- Health            **½ credit**
- Phys. Ed.        **½ credit** which must include PE I and PE II
- Electives        **6 credits** of any one or the combination of the following: foreign language, business, career-technical education, family and consumer sciences, technology, agricultural education, additional English language arts, math, science or social studies courses not

otherwise required under the Ohio core, fine arts (two semesters in any grade 7-12 if taught by an instructor certified 9-12 and coursework meets High School curriculum); students in a career-technical pathway are exempt from the fine art provision

TOTAL **21 credits**, plus passage of State required examinations.

Students participating in the graduation ceremony must have met all graduation requirements set by the ORC, ODE & Lucas BOE, as well as meet all financial & disciplinary obligations and must participate in the academic awards assembly & graduation rehearsal. Proper attire & footwear, as determined by the Board of Education, Superintendent and/or Principal/designee, must be worn at all times and students whose decorum is disruptive or brings undue attention to themselves run the chance of not receiving their diploma following the conclusion of Commencement.

### **VIRTUAL LEARNING ACADEMY (VLA) POLICY**

Students enrolled in VLA courses continue to be bound by all rules, regulations, policies and expectations within this handbook and are subject to disciplinary consequences for any violations.

## **GUIDANCE SERVICES**

### **COUNSELING SERVICES**

Information pertaining to college enrollment, technical schools, armed services & other career choices is available through the guidance office. Assistance with problems concerning classroom difficulties, personal situations, etc. is also available. Students may make an appointment with the Guidance Counselor for assistance in any of these areas during study hall or other free time.

### **MILITARY RECRUITMENT ACCESS PROVISION of the NCLB ACT**

By Federal statute, LHS is mandated to supply student names, addresses and telephone numbers to any military organization that requests said info. If you wish to be removed from this database, a parent/guardian must submit this request in writing to the guidance office within the first 10 days of the start of school.

### **NCAA ELIGIBILITY**

All students wishing to compete in NCAA Division I or II sports must complete certain core courses and obtain a minimum GPA and ACT or SAT score. Further information may be obtained on-line at [www.ncaa.org](http://www.ncaa.org).

### **SCHEDULE CHANGES**

**Any schedule change must be completed through the guidance office during the first three (3) days of the semester.** Schedule changes at any other time during the school year will involve discussions with the parent/guardian, teacher(s), Guidance Counselor, Principal and student.

To change a course schedule, a *Drop/Add Form* must be secured from the guidance office. The student, parent/guardian, teacher(s) and Guidance Counselor must then sign the form before gaining final approval of the Principal. Permission to drop a course is especially difficult to obtain; after a student elects to take a course, he/she is expected to complete it. Students in the process of changing their course schedule must follow their original schedule until the guidance office produces a new schedule. Students active in athletics are warned against making changes to their schedule without first consulting with the Athletic

Director. Students requesting a schedule change for any reason after 10 days of attendance will be withdrawn failing (WF) from the course upon approval of the Principal.

### **TRANSCRIPTS**

The first grade transcript requested by a student will be issued free of charge. Each ensuing transcript will involve a \$2.00 fee. Transcripts will not be issued to students who owe outstanding fees, fines and/or equipment.

### **TUTORING**

For students who may be struggling academically, many tutoring options are available through the Guidance Office, which may be reached at x222.

### **WITHDRAWAL FROM SCHOOL**

Any student withdrawing from school must obtain a *Withdrawal Form* from the Guidance Office. This form must be signed by each teacher and the library-media specialist or aide indicating that the student has taken care of all school books/fines/fees. The completed form must be returned to the office before the student is officially withdrawn. Failure to follow the above procedure will result in a delay in the release of student records.

### **WORK PERMITS**

Applications for work permits are obtained in the High School office. Students must first have Students must have a current physical examination on file and have their potential employer complete the bottom portion of the form before returning it to the Guidance Office for processing. Once processed, the student will be provided the official work permit to the employer. The Principal/designee may revoke work permits for disciplinary and/or academic reasons.

## **LIBRARY - iLAB POLICIES**

The library and iLAB are designed to supplement regular class work, to serve as a central location for materials and is used for many purposes. They provide both print and non-print materials for students and teacher use.

### **LIBRARY VISITS**

All students visiting the library and/or iLAB must have a pass unless between classes or before/after school. The library is to be used for a quiet research, reading or collaboration with other students. A proper level of noise will be enforced by the library aide or teacher in charge. All students shall treat the library and/or iLAB and its contents appropriately. Food, drink (with the exception of bottled water) are not permitted. Inappropriate behavior will result in the loss of library and/or iLAB privileges.

### **STUDY HALL VISITS**

High school students needing to use the library during their study hall must receive a pass from their teacher they are working for, before the class change, prior to the study hall monitor taking attendance. The monitor then at their discretion will release others that would like to come to the library and/or iLAB for other various reasons.

### **MATERIAL CHECK OUT**

All materials are checked out and returned at the circulation desk. Books and back issues of magazines may be checked out for a period of two weeks and may be renewed if there is not a Hold placed on it.



Current magazines and newspapers DO NOT circulate. Infohio offers a variety of research databases for the students to access free of charge at <http://www.infohio.org> – Username: lucas Password: cubs if used at home.

### **LOST and/or REPLACEMENT PROCEDURES**

Materials are considered lost if they have not been returned by the end of the school year in which they were borrowed. At that time, the borrower is obligated to reimburse the school for replacement. All obligations must be settled by the end of each school year before official grades or transcripts will be released.

### **COMPUTER AND CHROMEBOOK POLICY**

Computer and Chromebook use is subject to school policy that is signed by parents and students at the beginning of the school year.

#### **Acceptable Use Policy**

Lucas shall make available to all students access to the interconnected computer systems within the District & to the World Wide Web in an effort to provide various means of accessing significant educational materials & opportunities. A student is provided said access throughout the course of the school year only - no provision is made for access when school is not in session.

As the computers & the network connections are property of the District, Lucas reserves the right to monitor, inspect, copy, review & store at any time and without prior notice any and all usage of the computer & network systems, along with any & all information transmitted or received. No user shall have the expectation of privacy regarding materials and/or information transmitted, received and/or created using the District's computer system(s). The District shall employ measures to filter obscene, pornographic and/or harmful materials. The District shall also employ monitoring activities through both direct observation & technological observation to ensure that students are not accessing inappropriate materials.

Students & parents/guardians are warned that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Do not reveal personal information, including home address, phone number, first & last name or other identifying information that could lead one to discover who & where you are. Never arrange a face-to-face meeting with someone you meet on-line. The use of the District's computer network and/or the Internet is a privilege. As such, that privilege may be revoked and/or suspended along with disciplinary action for a failure to follow this acceptable use policy.

A student shall not:

1. Violate the law or encourage others to do so; transmit harassing/menacing messages; offer for sale or use any prohibited substance; view transmit or download pornographic materials; intrude into the networks or computers of others; download or transmit confidential, trade secret information or copyrighted materials.
2. Cause harm to others or property; employ other's password or log-in information; falsely identify one's self; upload a virus, worm, Trojan horse, time bomb or other harmful form of programming or vandalism; participate in hacking; access other computers, networks, etc.
3. Offer to purchase or sell any product/item.

#### **Magazines & Newspapers**

Current issues of magazines & newspapers are available to be read in the library-media centers.

## Reference Books

A reference book is one used for finding specific information & is not a book kept in general circulation. Volumes from older sets of encyclopedias may be checked out for a two-week period.

## Overnight Loans

In the high school, reference materials, magazines & vertical file materials may be checked out for overnight use & must be returned by first period of the next day. The fine for failure to return overnight loan materials is \$1.00 per day.

# ATTENDANCE

## APPOINTMENTS

Student appointments excused by parental/guardian note or phone call the day it is scheduled shall receive an *Early Dismissal Slip* from the office. **Upon his/her return to school, the student must present a Physician's note indicating the location and duration of appointment in order for the absence to be excused.**

Students will be permitted an excused absence for a maximum of ½ day for their first attempt at a Driver's Permit and/or Driver's License test. Subsequent tests must be arranged after school hours and will not be an excused absence from school. Please note that appointments for senior pictures, tanning, dress or tuxedo fittings, vehicle repairs, etc. are not acceptable reasons for an excused absence.

## COLLEGE VISITATION

Choosing the next step after High School is not an easy decision. LHS recognizes & understands the need for students to examine multiple options and make the best possible decision in regard to their futures. Sophomore and Junior students may use up to two (2) days and Seniors may use up to three (3) days for visits to colleges, universities, vocational institutions and/or military programs. Requests for visitation are limited to the dates of September 1<sup>st</sup> through May 10<sup>th</sup>.

## EXCUSED ABSENCE(S)

Although absence from school is sometimes unavoidable, any absence hinders the continuity of a student's education. According to State law, the school will notify parents/guardians when their student is absent from school. When a student is to be absent from school, the following procedures are to be followed:

- Parents/Guardians must call 419-892-2338 x227 by 8:30am the day their student is absent, stating their name, name of student & reason for absence. ***Students may not call themselves off.***
- A student must also bring a note signed by the parent/guardian/doctor indicating the date & reason for the absence within 24 hours of the absence will be marked as unexcused.
- Upon return, students must obtain an "admit slip" from the office and present it to each teacher. This slip will be marked "excused" or "unexcused" indicating the student's ability to complete make-up work.

State law provides for two types of excused absences - past & future (anticipated), including:

- Personal illness of the student
- Illness in the student's immediate family
- Needed at home to perform necessary work exclusively for parents/guardians (14+ years of age and only ***as approved by the Superintendent/designee***)
- Death in the family

- Quarantine for contagious disease
- Religious reasons
- Other reason **as approved by the Superintendent/designee**

Examples of future or anticipated absences that will be accepted as excused are:

- Work for the parent/guardian
- Doctor or dental appointments that cannot be arranged outside school hours
- School functions (class field trips, college visitation, etc.) *\*\*see College Visitation*
- Family trips or vacations *\*\*see Vacations*

**NOTE:** There is no such thing as a legal “skip day;” state law permits graduating Seniors to finish school no more than three days prior to other students.

### **EARLY DISMISSAL / LATE ARRIVAL**

In every case where a student leaves the building before the final dismissal bell, he/she must obtain an *Early Dismissal Pass*. Preferably, the student is to bring a signed parental/custodial note to the office at the beginning of the school day, stating the date, time & reason for the request. The student must then sign out with the reason for leaving, time leaving and destination. **No student will be permitted to leave the building without parent/guardian permission.** Those picking up students early from school **must** do so in the office where an office aide will bring the student to the office.

When a student arrives tardy to school or returns from an appointment during the same day, he/she must sign-in at the school office and receive a pass to class. A student will be counted absent for ½ day if he/she arrives at school after 10:30am. A student that leaves school prior to 1:30pm will be counted absent for a ½ day.

### **LOSS OF DRIVING PRIVILEGE**

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student’s driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than ten (10) consecutive days or a total of at least fifteen (15) days during a semester or term.

### **MAKE-UP WORK**

For every **excused** absence it is the responsibility of the student to obtain missed assignments & complete them. Assignments given prior to the absence are due upon return. Time extended for excused make-up work (if assignment hasn't been given prior to absence) will be equal to the number of days absent, with teacher discretion for extended time due to extenuating circumstances. Absences of 10+ days must be coordinated through the parent/guardian, teacher(s) involved & Principal/designee. If work is not completed following the above guidelines, a score of ‘zero’ will be recorded for the incomplete assignments.

### **MEDICAL STATUS**

Students who are absent for 10 days during the school year, excused or unexcused, will be put on medical status. Medical excuses, approved extended absence for illness, funerals of immediate family members, and court excuses will not be included in these ten days. Once a student is on Medical Status, only a doctor or hospital excuse, court excuse, death in the immediate family, or a principal’s approval will be accepted. The excuse or arrangements to provide the excuse must be received within 24 hours of the student’s return to

school. Parents of students with chronic medical conditions should contact the principal and/or attendance office.

After 10 absences, those absences not covered by a doctor or hospital excuse, court excuse, death in the immediate family, or principal's approval will be processed as unexcused. The consequences of unexcused absences are that the student receives a failing grade for the day's work and is not permitted to make up the work missed.

More than 10 days of unexcused absence will be considered truancy and appropriate authorities will be contacted. The Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes the need to collaborate with the Richland County Juvenile Court when dealing with Lucas students who are truant from school.

The Superintendent, in collaboration with juvenile court officials, shall develop and utilize a truancy procedure that will assist the individual schools in maintaining student attendance. The truancy procedure shall include a Parent Education Program as specified in ORC 3321.19, be presented by representatives of the court, and be available to all District parents.

### **TARDINESS**

A student is tardy to school if he/she is not in his/her assigned first period class, as defined by the classroom teacher, when the tardy bell rings. A student is tardy for class if he/she is not in the classroom, as defined by the classroom teacher, when the tardy bell rings. The disciplinary consequences for tardiness are cumulative by quarter and outlined in the Discipline Code Enforcement Structure.

### **UNEXCUSED ABSENCE (Truancy)**

An unexcused or unauthorized absence (truancy) from class will result in a grade of "zero" for any work missed during the absence. The following procedures will be used in conjunction with the Richland County Juvenile Court in dealing with unexcused absences (truancies). Any unauthorized absence (UA) will result in the following penalties along with penalties outlines in the Conduct Code:

- Second UA: a Truancy Warning Letter will be sent home to alert the parent/guardian that his/her child has accumulated two days of unexcused absence (truancy).
- Fifth UA: parent/guardian & the student will be required to attend the Attendance/Truancy Awareness Program for Parents/Guardians & Students at which court & school officials outline the responsibilities of all parties in the educational process under Ohio laws. If the parent/guardian does not attend this program, the case will be scheduled for an unofficial hearing at the Juvenile Court.
- Eighth UA: Unofficial Court Hearings are scheduled in one of three ways:
  1. Parent/Student did not attend the Attendance/Truancy Awareness Program.
  2. Parent/Student attended the Attendance/Truancy Awareness Program, but the student has accumulated additional unexcused absences.
  3. The student has had involvement with Juvenile Court for truancy in prior school years (either an unofficial or official court hearing).
- Tenth UA: The student & parent(s)/guardian(s) will be served a summons to appear in Juvenile Court for an official hearing in the presences of the Judge/Magistrate. Official Court Hearings are scheduled for one of three reasons:
  1. The parent(s)/student did not attend the Unofficial Court Hearing

2. The parent(s)/student did attend the Unofficial Court Hearing but failed to abide by the attendance plan that was developed
3. The student has had involvement with Juvenile Court for Truancy in prior school years (has had either an unofficial or official court hearing)

### **VACATION POLICY**

The Board does not believe that students should be excused from school for vacations. However, the final responsibility for this decision will rest with the parents and they must not expect any work missed by their child to be re-taught by the teacher. If the school is notified at least five (5) school days in advance of such a trip, every effort will be made to prepare assignments for the student to complete while he/she is absent. Approval from the Principal using a *Pre-Planned Absence Form* must be obtained before the student leaves for a vacation. Students are prohibited from taking vacations during the last regularly scheduled week of a semester. *\*\*see Unexcused Absence; Make-up Work*

### **WORK DISMISSAL POLICY**

According to State of Ohio attendance standards, students are not permitted to obtain an early dismissal for employment unless they are involved in the Vocational Agriculture Work Program or the Richland County Work-Study Program or meet requirements of Board Policy JEF. See the Principal/designee for more detailed information.

## **GENERAL REGULATIONS & POLICIES**

### **ACADEMIC INTEGRITY**

LHS strongly believes in the integrity of a student's academic performance and believes that cheating and or plagiarism are not acceptable practices by students. As such, students shall not cheat, plagiarize and/or obtain by fraudulent, dishonest or deceptive means and use as his/her own, or provide to another student, any schoolwork, work product, questions, answers or any like matter in any form in order to obtain a grade or credit. This policy shall apply to all forms of academic work, including but not limited to: essays, exams, quizzes, homework, other course assignments, computer activities and/or programs, music scores, web pages, choreography, graphical depictions and/or visual representations. Infractions of this policy are cumulative for the student's entire educational career (8-12) with disciplinary consequences spelled out in the Discipline Code Enforcement Structure section.

For the purpose of this policy, ***cheating*** is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive or fraudulent means. Cheating includes, but is not limited to the following written, verbal or non-verbal actions: copying, in part or in whole, answers from another student; securing answers in a dishonest manner; unauthorized collaboration with another student; allowing work to be copied by another; transmitting answers from one class to another; submitting work previously presented in another course; altering a grade, stealing a test, quiz and/or answers for said item; using notes or other materials not permitted during a test or quiz; having another prepare your homework, project, lab report, etc.

For the purpose of this policy, ***plagiarism*** occurs when a student uses someone else's words, ideas, images or writings as their own by failing to give credit to the source where this information was obtained. Plagiarism includes, but is not limited to, the following actions when a student fails to give proper credit to the source: using pre-written papers from the Internet or other sources; copying an essay or article from the Internet, on-line database or other source; copying and pasting text and/or graphics; using Cliff's notes, Spark notes, or other similar sources; borrowing words or ideas from other students or sources; allowing someone else to complete any part of your individual assignment; duplicating another's project or

written work; presenting a technology-based translation source or another individual as one's own work; improper quoting; improper citations; improper paraphrasing; presenting work previously submitted for another course.

*\*The above policy was developed in part from information obtained from Georgetown University, Dartmouth College, Duke University, Evergreen High School, Ashland High School, Baylor High School, San Jose State University, Orrville High School, Harvard University, Shawnee High School, Lordstown High School, Hillsdale High School and the Ohio Association of Secondary School Administrators.*

### **ASSEMBLIES**

Students and their actions create an impression of the school that outsiders carry to other communities; your courtesy and attention are expected. When visitors are in for assemblies, we want them to feel welcome & take a favorable impression of Lucas with them. Please act accordingly!

### **BOOKBAGS & PURSES**

Students are prohibited from carrying bags and/or purses during school hours. Upon arrival to campus, students are expected to secure their bags in their student or athletic locker for the remainder of the school day.

### **CAFETERIA & LUNCH PROCEDURE**

The Food Service Department is pleased to offer breakfast and lunch to all students. Lucas participates in the *Free and Reduced Price School Meals* program, available to those families in need of assistance in providing healthy meals to their student(s) at school. For more information or to apply, pick up an application packet in any school office or visit [www.lucascubs.org/cafeteria.htm](http://www.lucascubs.org/cafeteria.htm). If you are approved for participation in this program, your name will be released to the building Principal, Secretary and Guidance Counselor for record keeping and other associated purposes. If you do not wish for this information to be released, please provide your request to the cafeteria supervisor in writing no later than fifteen (15) days after your application has been approved.

The Lucas Local Schools hold a "Closed Lunch" system that requires all students to eat lunch in the cafeteria. No student is permitted to leave the school grounds at lunch without parent/guardian consent. All students must report to the cafeteria in a timely manner and enter the Cafeteria through the patio doors, unless previously excused by the Principal (using the required form filed by a teacher). Students are prohibited from wandering about the Elementary or Middle School buildings. Students are not permitted to congregate near the covered walkway, nor are they permitted to take food out of the cafeteria. Outside food deliveries and visitors are prohibited without prior written approval of the Principal.

Lunches must be paid for at the cashier's register based upon the current Board of Education-approved price. While the Food Service understands that occasionally a student may forget his/her lunch money, students who accumulate two (2) lunch charges on their account will be served an alternative lunch consisting of a cheese sandwich, a serving of vegetables or fruit and a milk. Charges are not permitted on ala carte items, with the exception of milk for packed lunches. Students who are at the maximum number of charges (2) may be denied participation in extracurricular events (i.e. field trips, dances, athletics).

### **DAILY ANNOUNCEMENTS**

Previously approved announcements are read over the PA system during first period each day. These announcements are e-mailed to each staff member, PCTC, College Now, posted outside the main office and on the District's web-calendar. Afternoon announcements will not be made except for emergency purposes as approved by the Principal/designee.

## **DANCES & DRESS/BEHAVIOR EXPECTATIONS**

Dances sponsored by LHS are held for the benefit of the student body in grades 9-12. All school rules, policies & expectations regarding conduct & behavior will be enforced at dances. Violations occurring at school dances may result in ejection from the activity and/or disciplinary measures at school. Students wishing to bring guests from outside the LHS student body must have the guest pre-approved using the *Out-of-School Guest Form* available in the office; those 21 years of age and over are prohibited. Ticket costs will be established per event & are non-refundable. Students leaving a dance early are prohibited from returning. ***At no time is lewd, suggestive or overtly sexual dance permitted.*** School discipline, outstanding dues/fees and/or attendance issues will have an adverse effect on a student's ability to attend these events.

The Homecoming Dance is generally a less-formal event than Prom, open to LHS students in grades 9-12. Formal dress may be a pantsuit, slacks & blouse combination, cocktail dress or evening gown, but may not be in part, or in whole, see-through and/or expose the naval or midriff; contain a plunging neckline; have a front, back or side slit that extend more than 6.5" above the knee; or have a low back that exposes the any part of the buttocks, and/or slacks with a polo shirt, dress shirt & tie or sweater, or a suit/tuxedo (shirts must be worn at all times). Visible underwear is prohibited and shoes must be worn at all times.

## **DISSEMINATED INFORMATION**

Any non-curricular material distributed to students, staff, parents/guardians, included in PA Announcements or posted in the school must be approved by the Principal/designee.

## **DRIVING & PARKING REGULATIONS**

As the Board of Education provides transportation for all students and due to limited parking facilities around the High School, students are encouraged not to drive to school. All are reminded that driving to school by students is a privilege that may be suspended/revoked by the Superintendent and/or designee (Principal) for various reasons. All student-driven vehicles must be registered in the office using a *Vehicle Registration Form* before authorization to drive to school is granted and submit a yearly \$5 fee in order to obtain a parking tag that must be displayed in the front windshield (lost tags will incur a \$5 replacement fee). Parents/guardians must realize that in every case they are responsible for what their student does and assume all responsibility for damages that results from an accident caused by or involving their student going to or from school in a private vehicle. Parents/guardians may also be liable for damages if another child rides in their vehicle.

Under House Bill 343, students 17 & under may not drive with more than 1 person who is not a family member in the vehicle unless accompanied by a parent/guardian or drive between the hours of 12:00-6:00am. Students 17-18 may not drive between the hours of 1:00-5:00am. As a state agency, LHS is mandated to report violations to the Ohio Bureau of Motor Vehicles & revoke driving privileges.

Whenever a student is suspended or expelled from school in accordance with ORC 3313.66 for the possession of alcohol or drugs, the Superintendent must notify the registrar of motor vehicles and the juvenile judge of Richland County. After receiving such notification, the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license. Driving privileges may be restored once the Superintendent notifies the registrar that the student has satisfied any conditions established by the Superintendent.

**Driving privileges may be suspended/revoked and/or discipline may be administered for the following reasons:**

1. Loss of driver's license through court action
2. Dangerous and/or reckless driving on or around school grounds
3. Any act of insubordination or failure to comply with school regulations
4. Using or occupying any vehicle during the school day without administrative permission
5. Parking in unauthorized areas
6. Excessive absenteeism/tardies
7. At the discretion of school administrators

Under House Bill 204, LHS is required to inform the Ohio Bureau of Motor Vehicles when any student under the age of 18 withdraws from school, is habitually truant or is suspended and/or expelled for a drug-related reason.

**Parking & Traffic Regulations**

1. Vehicles dropping or picking up students at the High School are prohibited from stopping on 1<sup>st</sup> Ave. Please use the 'Visitor' parking spaces to complete drop-off/pick-up activities.
2. Vehicles dropping or picking up students at the Middle & Elementary School are prohibited from stopping on Lucas North Road. Please use the Elementary drive to complete drop-off/pick-up activities.
3. Student parking is prohibited on Lucas North Road during school hours.
4. Assigned Parking Areas:
  - a. **Faculty:** All spaces north of the building, including the parallel parking spots along the gymnasium, and the first five spaces to the northeast of the building along Lucas North Rd (labeled 31-35). These spaces are off-limits to students from 7:30am-3:30pm each day that school is in session.
  - b. **Student Drivers:**
    - i. Current and projected student drivers, regardless of class, will have the ability to bid on the use of thirty Reserved Parking spaces (numbered 1-30) to the south and east of Lucas High School.
    - ii. The highest bidder on a particular spot will have the privilege to park in that spot throughout the current school year.
      1. All funds generated from the winning bids will be earmarked for the annual Share-A-Holiday program and used by the Principal/LAHS to purchase gifts for Lucas children.
      2. Student Drivers who do not win a parking spot at the High School through the bidding process will be permitted to park in the unpaved ("Pioneer") lot located adjacent to the baseball field.
5. **Paint the Parking Lot Program:**
  - a. Students who have won a Reserved Parking space for the current school year through the above bidding process will be afforded the opportunity to decorate/personalize said parking space for the current school year.
  - b. The fee for this option will be \$30, with \$5 of this fee going toward the maintenance department's cost of resealing/covering the decoration/personalization after the conclusion of the current school year.



- c. All students who have won a Reserved Parking space will decorate/personalize their parking space on the same weekend, as scheduled by the Principal, following a strict set of guidelines available in the High School office.
- d. All proceeds from this project will be earmarked for the Senior Class gift during the current school year.

### **EIGHTEEN-YEAR-OLD STUDENTS**

Students who have reached the age of 18 must follow the same procedures as all other students and must conform to all school rules, guidelines & expectations.

### **ELECTRONIC and/or WIRELESS DEVICES**

Students shall not use or possess any electronic equipment on school property or at any school-sponsored activity during school hours without permission of the classroom teacher. Confiscated items may be searched if reasonable suspicion exists for such search. The District assumes no liability for lost, stolen or damaged devices. Parent/Guardians are advised that the best way to contact your student during school hours is by calling the office.

### **EMERGENCY MEDICAL AUTHORIZATION (EMA) FORM**

Due to the importance of student well being and safety, Emergency Medical Authorization forms must be on file in the main office immediately upon the start of school. Failure to return this form by the indicated date may result in disciplinary action. If changes are made to any of the information contained within this form throughout the year, the parent/guardian is expected to contact the school to update their student's information.

### **FEES and/or DUES**

Yearly the Board of Education adopts fees for various activities and instructional programs in order to offset costs associated with the educational process not supported through local or state taxes. Failure to pay fees/dues will result in the holding of grade cards, transcripts, access to Progress Book, awards and participation in extracurricular events. Students whose school fees/dues are not paid in full by Wednesday of the fall Homecoming game will be prohibited from participating in any extracurricular events, including athletics, dances, field trips, etc.

### **FIELD TRIPS**

Field Trips are academic activities held off school grounds that are part of co-curricular and extracurricular programs. Students may not participate in a field trip without submitting a *Pre-Planned Absence Form* to the leader of the trip at least two school days prior to the event. All rules, regulations & expectations contained in this handbook will be in place throughout the trip.

### **FOOD, BEVERAGES & DELIVERIES**

A student shall not consume food/beverages, other than water in a clear, plastic container, in any area of the building except the AG or FCS classroom without written authorization of the Principal/designee. Food deliveries of any type, whether in class or the cafeteria, are prohibited without prior approval of the Principal/designee.

### **ILLNESS & MEDICAL CARE**

A nurse is not available on a daily basis to treat LHS students. However, if a student is feeling ill, every effort will be made to attend to the student's needs before a call is made home.

### **IMAGES & STUDENT INFORMATION**

Parents/guardians and students alike must be aware that while a student at LHS, pictures and/or other images and/or student information may be used at times in various publications. Examples of these publications include, but are not limited to, the District Website(s), Social Media, Newsletter, programs and announcements. Further, for the purpose of staff evaluation, students may be videotaped as part of the process. Parents/guardians not wishing for their student's image & information to be used must submit a letter indicating this request to the Principal. Be aware that this request will eliminate students from any public recognition, including placement in extracurricular programs, rosters and team pictures.

### **INCLEMENT WEATHER**

In case of inclement weather, all school closing and/or event cancellation information will be posted on the District website ([www.lucasubs.org](http://www.lucasubs.org)), Twitter (@[lucasubssports](https://twitter.com/lucasubssports)), NE Ohio TV stations including WMFD-Channel 68 in Mansfield and numerous local radio stations. Cancellation of school does not necessarily mean that athletic contests will be canceled; please visit [www.schedulestar.com](http://www.schedulestar.com) for updated athletic schedules.

### **LOCKS & LOCKERS**

All locks & lockers are the property of the Lucas Local Schools Board of Education and are subject to search by school officials when there is probable cause. Locker use guidelines & regulations:

- Locker must be kept closed and locked at all times; do not share combination with others
- Locker must be kept cleaned and organized; do not keep food/liquids in the locker
- Keep unnecessary personal and/or expensive items at home
- To lessen the chance you will be tardy, carry books for several classes at a time
- Tops of lockers are to be kept clear of personal belongings, books, bags, trash, etc.

A \$5.00 fee will be assessed for lost and/or damaged locks.

### **LOST & FOUND**

Personal items found outside student lockers will be placed in the Lost & Found. Periodically, these items will be cleared out and donated to a local charity. School items found outside student lockers will be placed in the office.

### **MEDICATIONS**

All medications, prescribed or over-the-counter, must be dispensed through the main office or Head Coach following completion of a *Drug Administration Form*. Students carrying medication on their person while at school or school activities face the possibility of disciplinary consequences. Drugs/Medications may only be administered to students if they are provided to the office with the above-mentioned form and in their original container.

### **PICTURES**

Dates and costs for annual school pictures will be provided to students as the time approaches. All students must have their picture taken for use in the school yearbook and individual records.

### **SAFETY DRILL(S)**

LHS has numerous safety procedures in place for a variety of emergency situations, including but not limited to fire, tornado and possible threats to student safety. By State statute, LHS will conduct numerous safety drills throughout the year, both pre-planned & unannounced. Students must take each warning indicator seriously and act accordingly throughout any such situation. Failure to follow directives during said drills/emergencies may result in disciplinary action.

### **STUDENT AIDE POLICY**

LHS encourages and welcomes students in grades 8-12 who wish to work as office, library and/or classroom aides. To ensure that student academic success while acting as an aide is maintained, the following expectations and regulations have been established:

- Student aides may not be pulled from an academic class to aide a staff member;
- Student aides must maintain a minimum 1.70 GPA;
- Student aides must maintain an appropriate attendance rate;
- Student aides must maintain confidentiality in all settings and situations;
- Student aides must adhere to the rules, regulations and expectations of all other students while completing assigned duties and/or tasks;
- Student aides must notify staff members when they have academic work to complete, which will take priority over any aide function.

Failure to adhere to the above will be cause for the student to be removed as an aide.

### **TEXTBOOKS & SUPPLIES**

Textbooks are assigned to each student according to his/her educational needs. Students are to take reasonable care of materials assigned/loaned to them. Students will be held financially responsible for loss/damage of textbooks & materials beyond that of normal wear & tear. **To prevent damage to textbooks and associated fees then charged to parent/guardians, all textbooks must be covered with a paper cover, with the student's name printed on the front cover.** Stretchy covers are prohibited due to associated damage to corners and bindings. Pens and pencils are available from the vending machine located on the 2<sup>nd</sup> floor. Students must furnish all other supplies, including, but not limited to paper, tape, glue, note cards, poster board, etc. unless a particular class fee covers the cost of required item.

### **TELEPHONE USE & MESSAGES**

Students are not permitted to use classroom phones for any reason. A phone is available in the office for students to use in emergency situations during lunch, study hall or during other “free time” during the school day. Failure to plan ahead or bring needed materials or clothing does not necessarily constitute an emergency.

A student's time in class is very important to his/her educational experience & unnecessary disruptions to the classroom setting interfere with the ability of all students to learn. Due to time demands on students, teachers & other staff, students will not be pulled from their daily schedule to speak to parents/guardians except in severe emergency situations. School personnel will do their best to deliver messages to students in a timely manner, but parents/guardians must realize that circumstances & demands vary greatly from moment to moment.

### **TRANSPORTATION POLICY**

Students are not permitted to ride a bus other than the one they are normally assigned without prior approval of the Principal/designee. Students wishing to obtain this approval must submit a written request from a parent/guardian indicating the purpose for the request to the main office before their lunch period. Failure to follow this procedure will result in the denial of the request.

### **VALUABLES & PERSONAL PROPERTY**

While the District highly discourages such practices, students may find it occasionally necessary to bring money or other valuable articles to school. It is highly recommended that money or valuable articles be kept in the student's secured locker until needed. LHS cannot be held responsible for lost/stolen items. The simple truth is that quite often thefts cannot be solved without eyewitness accounts of specific details. Please secure your possessions!

### **VISITORS**

In accordance with ORC 2917.211, only those with authorized school business are permitted on school grounds. Students are prohibited from bringing guests (former students, friends from other schools, graduates, etc.) without prior approval of the Principal. Parent/guardians and/or other visitors are not permitted to visit/enter classrooms without first making an appointment, registering in the office & receiving a visitor's pass.

## **STUDENT DISCIPLINE**

### **ALTERNATIVE LEARNING CENTER (ALC)**

The Alternative Learning Center (ALC) is an in-house component of the Lucas disciplinary system. The ALC may be used as a short or long-term educational placement, an alternative disciplinary measure to Out-of-School Suspension, for the emergency removal of a student and/or other situations.

When assigned to the ALC as a disciplinary consequence, students will remain within its confines throughout the school day, except for provided restroom breaks. The cafeteria will offer a "brown-bag" lunch for purchase. Students must bring all textbooks and necessary materials to the ALC in the morning, as they will not be permitted to visit their locker during school hours. Students will be provided with their assignments for each class, which are eligible for credit. Failure to successfully complete the day in the ALC, including completion of all assignments, will result in further disciplinary measures. Specific rules, guideline and expectations are posted in the ALC. Students absent from school for any reason will serve their assigned day(s) immediately upon their return.

### **DETENTION PROGRAM**

The Detention Program is specifically designed to provide timely and appropriate consequences for violations of the Student Conduct Code. Students assigned an After-School Detention or Wednesday School will be under the supervision of a certified staff member. Students absent from school for any reason will serve their assigned day(s) on the next possible day(s) after their return.

### **Lunch Detention**

The Lunch Detention Program is specifically designed to provide timely & appropriate consequences for violations of the Student Conduct Code. Students assigned a Lunch Detention will be under the supervision of a staff member throughout the lunch period. **IT IS THE DUTY OF THE STUDENT TO NOTIFY THE OFFICE IF HE/SHE WILL BE ORDERING A LUNCH FROM THE CAFETERIA. THIS ORDER MUST BE PLACED PRIOR TO THE START OF 2<sup>nd</sup> PERIOD**

**ON THE SCHEDULED DETENTION DAY.** Payment for this lunch will be collected the next day you are present in the cafeteria.

In addition to the rules and regulations of the Student Conduct Code, the following will be strictly enforced:

1. Talking, sleeping and/or putting head down, electronic devices, cards, magazines or other recreational activities are prohibited.
2. Seating assignments will be at the discretion of the Lunch Detention Monitor. Students will not be permitted to sit next to own another.
3. Students are required to complete school-related activities and/or eat their lunch quietly during this time. Those without their own activities will be provided activities designed to improve academic and/or study skills.
4. Failure to attend the assigned Lunch Detention will result in an After School Detention and/or a Wednesday School, placement within the ALC or Out-of-School Suspension.
5. Students absent from school, or if school/detention is canceled, on the date of the assigned detention must serve their detention on the next possible date following their return to school.
6. Students have the option of packing their own lunch or purchasing a pre-packaged "brown-bag" lunch from the cafeteria (see above). This "brown-bag" lunch is not available for modification. Students who pack their own lunch are prohibited from packing energy drinks, pop or the like.

#### **After-School Detention & Wednesday School**

In addition to the rules and regulations of the Student Conduct Code, the following will be strictly enforced:

1. Detention runs from 3:30pm - 4:30pm, without exception; Wednesday School runs from 3:30pm - 5:30pm, without exception.
2. Talking, sleeping and/or putting head down, electronic devices, cards, magazines or other recreational activities & food and/or beverages are prohibited.
3. Students must complete school-related activities during this time. Students without their own school-related activities will be provided assignments designed to improve academic and/or study skills.
4. Failure to attend assigned Detention will result in a Wednesday School, placement within the ALC and/or Out-of-School Suspension.
5. Parents/guardians are responsible for transportation from Detention.
6. Students absent from school, or if school/detention is canceled, on the date of the assigned detention will serve their assigned day(s) on the next possible date upon their return to school.

***Please note: Disciplinary consequences will not be rescheduled due to work or extracurricular schedules.***

#### **DRESS CODE**

The Lucas BOE has adopted a dress code that ensures the health, welfare & safety of the entire student body and enhances a positive image of both the students the District. All dress must take safety into account; those using shop/laboratory areas must use safety glasses, protective aprons, etc.

A student shall not dress or appear in a fashion deemed inappropriate that either (1) interferes with the student's health and welfare or that of other students, or (2) directly interferes with the educational process. Any form of dress or grooming that attracts undue attention or violates the previous statement is unacceptable. Violations of the dress code will result in an unexcused absence from any class missed, with

credit lost for any assignments missed. Failure to comply will result in disciplinary action. Dress code requirements include the following:

1. Illustrations, names, slogans or patches on clothing and/or jewelry shall not be profane, lewd, suggestive, obscene, nor refer to sex, alcohol, tobacco, drugs or any other illegal activity.
2. Visible tattoos and/or other body decorations shall not be profane, lewd, suggestive, obscene, nor refer to sex, alcohol, tobacco, drugs or any other illegal activity.
3. Hats, sweatbands, head coverings, sunglasses and/or hooded sweatshirts with the hood up are not to be worn in the building during the school day (with the exception of appointed spirit days).
4. Chains and/or spikes shall not be worn in any manner.
5. Clothing that is brief and/or revealing is not permitted in school or at school activities. Students shall not wear tank tops, halter-tops, spaghetti straps or strapless garments. Garments that are “see-through,” low-cut, expose any amount of cleavage or expose one’s midriff (even when arms are raised above the head) are prohibited. All shirts must extend to the end of the shoulder & fit tightly under the arms.
6. Shorts, skirts and/or pants shall not expose skin more than 6.5 inches above the knee. Skirts, shirts, etc. worn with leggings, tights and the like may not be worn more than 6.5 inches above the knee.
7. Pants, shorts, skirts, etc. with writing or excessive decoration on the buttocks is prohibited. All pants, shorts, skirts, etc. must be worn at the hip; waistbands worn below the hip are prohibited.
8. Sweatpants, lounge pants, pajamas, and the like, as well as athletic-style shorts may not be worn.
9. Items intended as undergarments must not be visible at any time.
10. Footwear must be worn at all times and must not pose a safety hazard. Slippers of any type are prohibited.
11. The above guidelines on dress code are examples and do not cover all situations; the Principal/designee will be the final word in all matters of dress. At certain times, the above guidelines may be lessened for special spirit days, as approved by the principal/designee.

### **EMERGENCY REMOVAL**

1. If, in the judgment of the Superintendent/designee, a student's continuing presence poses a danger to persons or property or is a disruption to the academic process, the student may be removed from Board of Education property and/or from all curricular & extracurricular activities.
2. A student may be removed pending a suspension and/or expulsion.
3. A school employee may remove a student from any curricular or extracurricular activity under his/her supervision. In the event that an employee removes one or more students from any curricular or extracurricular activity, the employee must give written notice of the reason(s) for removal to the Principal as soon as is practical.
4. The Superintendent/designee must hold a hearing within 72 hours of the removal. A written notice of the time and place of the hearing, the reason(s) for the removal and of any intended disciplinary action(s) must be given to the student prior to the hearing. The student must be notified in writing of his/her right to appear at this hearing to explain his actions and/or to challenge the reason(s) for the removal. The person who ordered or requested the removal must be present at the hearing. Within 24 hours of any removal, the Superintendent/designee will provide a written *Notification of Removal* to the parent/guardian and the clerk of the Board of Education. This notification will include the right of the parent/guardian to appeal the removal to the Board of Education or its designee, the right to be represented at this appeal and to request that this appeal be held in executive session.
5. If one or more students are removed from one or more classes, then that student or those students shall be kept from that class or those classes until the misconduct matter of the student or students is disposed of by reinstatement, suspension, expulsion or other disciplinary action.

6. In all normal disciplinary procedure cases where a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to a further suspension or expulsion, no part of this code shall apply.

### **EXPULSION**

1. The Superintendent may expel a student for a period not to exceed 80 days.
2. Prior to the expulsion, the Superintendent will give a written *Notification of Intent to Expel* to the student and his/her parents/guardians that includes:
  - a) the reason(s) for the intended expulsion
  - b) notification of the right of the student or his/her parent/guardian or of their representative to appear before the Superintendent to challenge the reason(s) for the expulsion and/or to explain his/her actions.
  - c) the time & the place of this hearing must not be less than 3 days nor more than five 5 days after the written *Notification of Intent to Expel* has been mailed.
3. As provided herein, a student may be suspended pending an expulsion.
4. The Superintendent may grant an extension of time for the hearing provided herein. If an extension of time is granted, the Superintendent will notify all parties of the time and the place of the rescheduled hearing.
5. Within 24 hours of any expulsion, the Superintendent/designee will give written *Notification of Suspension* to the expelled student, parent/guardian and to the clerk of the Board of Education, which includes the reason(s) for the expulsion and their right to appeal the expulsion to the Board of Education or its designee. The student and his/her parent/guardian have the right to be represented at this appeal and to request that this appeal be held in executive session.
6. A student who is expelled may not attend school or any activities at which Lucas is involved in, may not be on school property and will be withdrawn from school for the duration of the expulsion.

### **HAZING AND BULLYING (Harassment, Intimidation and Dating Violence): BOE Policy JFCF**

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and includes violence within a dating relationship. The behavior causes mental or 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. This behavior is prohibited on school property or at any school-sponsored activity.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy. The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communication devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities and all are required to notify building administration when such activities are expected. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

## **PERSISTENTLY DANGEROUS SCHOOLS: BOE Policy JFCL**

The Board complies with State and Federal law in adopting a policy on persistently dangerous schools. Any student attending a “persistently dangerous” school in this District or who becomes a victim of a “violent criminal offense, as determined by State law,” anywhere on District “grounds” or during school sponsored activities is permitted to attend another school in the District that is not persistently dangerous that offers instruction at the student’s grade level. Despite these provisions, there is currently no transfer option available at Lucas.

## **PHYSICAL RESTRAINT**

Section 319.41 of the Ohio Revised Code specifies that: a person employed or engaged as a staff member, teacher, Principal or administrator in a school...may within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of dangerous weapons/objects...for the purpose of self-defense or for the protection of other persons or property.

## **STUDENT CODE OF RIGHTS & RESPONSIBILITIES**

NOTE: As used in sections of the Student Code of Rights and Responsibilities, the designee of the Board of Education will be the Superintendent. The *Superintendent's designee* may be one of the following: the ranking building administrator, Elementary School Principal, High School Principal, any Assistant Principal, an administrative assistant or the Treasurer of the Board of Education. Each student receives his/her legal & procedural rights with regard to suspension, expulsion and removal within this handbook.

## **SUSPENSION**

1. The Superintendent, Principal or Assistant Principal may suspend a student for a period not to exceed ten (10) school days.
2. The Superintendent/designee must provide the student a written *Notification of Possible Suspension* indicating the reason(s). The student will then be given an informal hearing before the Superintendent/designee to explain his/her actions and/or to challenge the reason(s) for the intended suspension.
3. If the decision is made to suspend the student, the Superintendent/designee will give written *Notification of Suspension* to the student, parent/guardian & to the Treasurer of the Board of Education, which includes the reason(s) for the suspension and their right to appeal the suspension to the Superintendent. The student has the right to be represented at this appeal & to request that this appeal be held in executive session.
4. The rights and procedures specified in Section B apply to all suspensions, except as indicated in Part 6 of the Removal section.
5. A student who is suspended may not attend school or any activities that Lucas is involved in and may not be on school property for the duration of the suspension or expulsion. A suspended student will receive an unexcused absence for each class and grade of a zero (0) will be recorded for each assignment missed with no make-up privileges. A suspended student may complete a Community Service Option (CSO) to change an unexcused absence to an excused absence. This CSO would enable the suspended student to complete assignments missed during the suspension period for full credit. To complete a CSO, the suspended student must complete six (6) hours of bona fide community service per day of suspension for a reputable agency (Goodwill, Red Cross, Village of Lucas, etc.). Completion



of the CSO will be shown through the submission of the appropriate form that may be requested from the Principal by the student's parent/guardian. Completion of the CSO must occur prior to the student's return from suspension, with all necessary paperwork submitted to the Principal within two (2) days of the student's return to school.

### **STUDENT CONDUCT CODE**

The BOE believes that all students have the right to speak & express opinions, freedom from discrimination on the basis of sex, religion or creed, race or color and place of national ancestry or origin, accessibility to all facilities and offerings and the opportunity to learn in an atmosphere conducive to learning. To encourage the development and continuity of such an atmosphere and ensure that all students and employees can enjoy these rights and conduct their lawful business without interference or harassment, the BOE adopts the following Student Conduct Code.

Lucas High School uses a demerit system as a basis for disciplinary action. Rules & regulations apply when under the supervision of the school. The administration will enforce the following system, but reserves the right to administer discipline as the individual situation merits.

#### **Scope of Enforcement**

Students will be held accountable for their behavior in regard to all rules, guidelines & expectations within this handbook during the following:

1. In school, on school property or on school-sponsored transportation before, during or after school hours;
2. At any educational option site, including, but not limited to the Pioneer Career & Technology Center, Ashland-Holmes Career Center, College Credit Plus facilities, etc.;
3. At school-related activities, games, functions or other events at which LHS is represented;
4. Off school property, but connected to activities/incidents that occurred on school property, or misconduct directed at a District employee or at the property of a District employee.

#### **Incremental Demerit Scale**

In coordination with the Student Conduct Code Enforcement Structure (following), LHS uses an Incremental Demerit Scale. Demerits are assigned based on specific infractions of the Student Conduct Code and are cumulative throughout each school year unless otherwise noted.

**Level I (45 demerits):** notice to parents/guardians

**Level II (85 demerits):** notice to parents/guardians and student conference with the Guidance Counselor & Principal

**Level III (100 demerits):** meeting with parents/guardians and referral to IAT Team

**Level IV (125 demerits):** Review by IAT Team, with further action to be determined on a case-by-case basis by the Principal in consultation with IAT Team plan

### **ENFORCEMENT STRUCTURE**

#### **PART I: "ZERO TOLERANCE" INFRACTIONS**

For the purpose of this policy:

1. "Firearm" shall have the same meaning as provided in 18 USC 921.
2. "Knife" means a cutting instrument, regardless of the length of the blade, attached to a handle, which may be used to cut anything.
3. "Dangerous ordnance" shall have the same meaning as provided in RC 2923.11(K).

Violations of the rules in this section may result in the following:

- A. Up to a 10-day OSS Suspension.
- B. 15 demerits & referral to appropriate law enforcement.
- C. Expulsion from school for a period not to exceed the greater of 80 school days or through the end of the semester in which the incident occurred provided, however, the expulsion may be extended pursuant to division (F) of RC 3313.66. In Addition, if there are less than 80 school days remaining in the school year, the Superintendent may extend any remaining part of the expulsion into the following school year. Notwithstanding the foregoing, the Superintendent shall expel a pupil for a period of 1 year, which as necessary may extend into the school year following the expulsion, for bringing a firearm to school or other property owned or controlled by the Board or to an interscholastic competition, an extracurricular event or any other program or activity that is not located at a school or property owned or controlled by the school district. The Superintendent may reduce the 1-year expulsion on a case-by-case basis in accordance with the standards provided in division E of this rule.
- D. The Superintendent may expel a pupil for up to 1 year, which may be extended into the following school year for;
  - 1. Bringing a knife to school or onto property owned or controlled by the Board, or to an interscholastic competition, an extracurricular event or any other program or activity sponsored by the district or in which the district is a participant.
  - 2. Possessing a firearm or knife at a school or any other property owned or controlled by the Board or at an interscholastic competition or extracurricular event or any other program or activity sponsored by the district or in which the district is a participant, which firearm or knife was originally brought by another person.
  - 3. For committing an act that is a criminal offense when committed by an adult which results in serious physical harm to persons as defined in division (A)(5) of RC 2901.01 or serious physical harm to property as defined in division (A)(6) of RC 2901.01 while the pupil is at school or on any other property owned or controlled by the Board, or at any interscholastic competition or extracurricular event or any other school program or activity.
  - 4. For making a bomb threat to a building or to any premises at which a school activity is occurring at the time of the threat.
- E. The Superintendent may on a case-by-case basis reduce the 1-year expulsion provided in this rule for a violation of division (C) based upon: (1) the pupil's disciplinary record; (2) the specific circumstances of the violation; (3) the lack of actual harm or the intent to harm other persons; (4) medical, emotional or background issues that may have contributed to the misconduct.

**Rule 1: Weapons, Crimes and/or Bomb Threats**

- A. No pupil shall at a location within the scope of this rule, bring, possess or have in his/her control at any location within the scope of this rule a firearm, air-powered weapon including pellet, BB or paintball gun, starter pistol, dangerous ordnance, fireworks, knives or other instrument or object designed for use as a weapon or designed to resemble a weapon, including a toy gun.
- B. No pupil shall at a location within the scope of this rule, commit an act that is a criminal offense when committed by an adult which results in serious physical harm to persons as defined in division (A)(5) of RC 2901.01 or serious physical harm to property as defined in division (A)(6) of RC 2901.01.
- C. No pupil shall at a location within the scope of this rule, make a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.

**Rule 2: Drugs & Look-A-Like Substances**

No pupil shall, at a location within the scope of this rule, possess, use, sell, purchase, distribute, conceal or be under the influence of any illegal drug or any prescription medication unless prescribed for the pupil, or any substance designed, intended or promoted to look like or is represented as an illegal drug or prescription medication or any drug paraphernalia.

**Rule 3: Tobacco & Alcohol**

- A. No pupil shall, at a location within the scope of this rule, possess, use, sell, distribute, conceal, consume or show evidence of consumption of alcohol in any form.
- B. No pupil shall, at a location within the scope of this rule, possess, use, sell, distribute, conceal, consume, ingest, smoke or show evidence of consumption of tobacco in any form, including e-cigarettes, nor may any pupil possess matches, lighters or other such paraphernalia.

**Rule 4: Fighting, Assault, Bullying, Hazing, Harassment, Discrimination, Intimidation**

No pupil shall, at a location within the scope of this rule, assault, fight with, menace, harass, threaten, intimidate or bully any other person. A separate policy on bullying pursuant to RC 3313.666 shall be adopted but shall not operate as a limitation upon this rule.

**Rule 5: Theft and/or Possession of Stolen Items**

No pupil shall, at a location within the scope of this rule, steal, attempt to steal, or have the possession of property of another without the permission of the owner or a person authorized to give consent. This rule applies to property of the school district, other students, district employees or any other person and includes use of debit, credit and/or gift cards.

**Rule 6: Vandalism**

No pupil shall, at a location within the scope of this rule, cause or attempt to cause damage to real or personal property of another including property owned by the school district. This includes defacing, graffiti and/or the introduction, deletion or attempt to introduce or delete any computer program.

**PART II: GENERAL INFRACTIONS**

The following incidents may result in the assignment of up to 15 demerits & a possible After-School Detention, Wednesday School, placement within the ALC, suspension and/or recommendation for expulsion.

**Academic Integrity:** A student shall not cheat, plagiarize and/or obtain by fraudulent, dishonest or deceptive means and use as his/her own, or provide to another student, any schoolwork, work product, questions, answers or any like matter in any form in order to obtain a grade. This policy shall apply to all forms of academic work, including but not limited to: essays, exams, quizzes, homework, other course assignments, computer activities and/or programs, music scores, web pages, choreography, graphical depictions and/or visual representations. Infractions of this policy are cumulative for the student's entire educational career (8-12). ***\*\*See Academic Integrity for more information.***

**Cheating:** 1<sup>st</sup> Offense: zero credit on the work in question; After School Detention  
2<sup>nd</sup> Offense: zero credit on the work in question; Wednesday School  
3<sup>rd</sup> Offense: zero credit on the work in question; 2 Wednesday Schools; conference with parents/guardians; Academic Probation for 1 year

*Note: if 3<sup>rd</sup> offense occurs within the same course, loss of credit for the year may occur.*

**Plagiarism:** 1<sup>st</sup> Offense: zero credit on the work in question; Wednesday School; Academic Probation for 1 year  
2<sup>nd</sup> Offense: zero credit on the work in question; 2 Wednesday Schools; conference with parents/guardians; Academic Probation for 2 years  
3<sup>rd</sup> Offense: zero credit on the work in question; 3-5 days OSS; Academic Probation for remainder of career; no extra or co-curricular activities or commencement;

conference with parents/guardians; *Note: if 3<sup>rd</sup> offense occurs within the same course, loss of credit for the year may occur.*

**Bus/Van Misconduct:** A student shall not violate any rules, expectations or guidelines on district transportation or directives of a district employee/chaperone while in a district vehicle.

1<sup>st</sup> Offense: 1 After School Detention

2<sup>nd</sup> Offense: 1 Wednesday School

3<sup>rd</sup> Offense: 1-3 days ALC; suspension of riding privileges

**Computer/Technology Misconduct:** A student shall not violate any rules, guidelines and/or expectations within the Lucas Local Schools Acceptable Use & Internet Safety Policy or other posted computer lab rules or regulations.

1<sup>st</sup> Offense: 1 After School Detention; denial of access for 30 days

2<sup>nd</sup> Offense: 1 Wednesday School; denial of access for 60 days

3<sup>rd</sup> Offense: 1-3 days ALC; denial of access for 120 days

**Cut Class/Tuancy:** A student shall not be absent from class without a pass. A student absent from class for more than 5 minutes without a pass is considered to be truant from class.

1<sup>st</sup> Offense: 1 Wednesday School

2<sup>nd</sup> Offense: 1-3 days ALC

3<sup>rd</sup> Offense: 3-5 days ALC to 3-5 days OSS

**Disruption of the Education Process:** A student shall not knowingly cause, or urge others to cause, a disruption or obstruction of the education process.

*-without removal* 1<sup>st</sup> Offense: 1 Wednesday School

2<sup>nd</sup> Offense: 1 day ALC

3<sup>rd</sup> Offense: 1 day OSS

*-with removal* 1<sup>st</sup> Offense: immediate placement in ALC; 1-3 days ALC

2<sup>nd</sup> Offense: 1-3 days OSS; parent/guardian conference

3<sup>rd</sup> Offense: 3-5 days OSS; denial of extracurricular activities

**NOTE:** *in each instance of removal from class, the referring teacher will make contact with the parent/guardian.*

**Dress Code:** A student shall not violate the dress code in any manner. Infractions will result in an unexcused absence from class, along with the following:

1<sup>st</sup> Offense: 1 Lunch Detention; placement in ALC until correction

2<sup>nd</sup> Offense: 1 After School Detention; placement in ALC until correction

3<sup>rd</sup> Offense: 1 Wednesday School; placement in ALC until correction

**Driving/Parking & Vehicle Misconduct:** A student shall not violate any rules, regulations and/or guidelines in regard to vehicle registration, parking regulations and/or traffic controls.

1<sup>st</sup> Offense: 1 Lunch Detention; possible suspension of privileges

2<sup>nd</sup> Offense: 1 After School Detention; suspension of privileges

3<sup>rd</sup> Offense: 1 Wednesday School; possible revocation of privileges

**Electronic/Wireless Device Misconduct:** A student shall not cause a disruption to class activities due to the use of electronic/wireless devices. A student shall not violate posted classroom policies regarding electronic/wireless devices. A student shall not record picture, video and/or sound without the explicit authorization of the classroom teacher.

1<sup>st</sup> - 3<sup>rd</sup> Offense: See Disruption

**NOTE:** Use of electronic devices for academic dishonesty, showing/taking obscene/lewd pictures/messages, or any other use deemed inappropriate will result in an OSS and/or referral to law enforcement. *Students who take, transmit and/or view obscene/lewd pictures of minors or adults on their cell phones or other such electronic media put themselves and others at risk of criminal charges.*

**Failure to Follow Reasonable Request:** A student shall not fail to comply with all reasonable directions of school employees.  
1<sup>st</sup> Offense: 1 After School Detention  
2<sup>nd</sup> Offense: 1 Wednesday School  
3<sup>rd</sup> Offense: 1 or more days ALC

**Failure to Serve After School Detention:** A student shall not fail to serve assigned Detention period.  
1<sup>st</sup> Offense: 1 Wednesday School  
2<sup>nd</sup> Offense: 1 day ALC  
3<sup>rd</sup> Offense: 1 day OSS

**Failure to Serve Lunch Detention:** A student shall not fail to serve assigned Lunch Detention.  
1<sup>st</sup> Offense: 1 After School Detention  
2<sup>nd</sup> Offense: 1 Wednesday School  
3<sup>rd</sup> Offense: 1 day ALC

**Failure to Serve Wednesday School:** A student shall not fail to serve assigned Wednesday School.  
1<sup>st</sup> Offense: 1 day ALC  
2<sup>nd</sup> Offense: 2 days ALC  
3<sup>rd</sup> Offense: 1 day OSS

**Food or Beverage:** A student shall not consume food/beverages, other than water in a clear, plastic container, in any area of the building except the AG or FCS classroom without written authorization of the Principal/designee.  
1<sup>st</sup> Offense: 1 Lunch Detention  
2<sup>nd</sup> Offense: 1 After School Detention  
3<sup>rd</sup> Offense: 1 Wednesday School

**Forgery and/or Falsification of Information:** A student shall not provide any falsified documentation, signature and/or name or other information for any reason.  
1<sup>st</sup> Offense: 3 days ALC; denial of participation in activity falsified  
2<sup>nd</sup> Offense: 3 days OSS; denial of participation in activity falsified  
3<sup>rd</sup> Offense: 5 days OSS; denial of participation in activity falsified

**Gambling:** A student shall not gamble in any form.  
1<sup>st</sup> Offense: 3 days OSS  
2<sup>nd</sup> Offense: 5 days OSS  
3<sup>rd</sup> Offense: 10 days OSS; possible recommendation for expulsion

**Horseplay:** A student shall not act in a loud, boisterous, rough or other like manner that could result in injury to self, others and/or school/personal property.  
1<sup>st</sup> Offense: 1 After School Detention – 1 Wednesday School  
2<sup>nd</sup> Offense: 2 Wednesday Schools – 2 days ALC  
3<sup>rd</sup> Offense: 3 days ALC – 3 days OSS

**Inappropriate Contact:** A student shall make no unwanted contact with another student, nor a public, physical display of affection other than handholding.

- 1<sup>st</sup> Offense: 1 Lunch Detention
- 2<sup>nd</sup> Offense: 1 After School Detention
- 3<sup>rd</sup> Offense: 1 Wednesday School

**Insubordination:** A student shall not, in public or private, challenge the authority of a District employee, nor repeatedly disregard directives, school rules, regulations or policies. Prohibited actions include, but are not limited to, talking back, yelling, lying or avoiding direct answers, refusing to answer questions, being argumentative, giving false identification or information and/or repeatedly committing the same infractions of the Student Conduct Code.

- 1<sup>st</sup> Offense: 3 days ALC - 3 days OSS
- 2<sup>nd</sup> Offense: 3-5 days OSS; parent/guardian conference
- 3<sup>rd</sup> Offense: 5-10 days OSS; recommendation for possible expulsion

**Lock and/or Locker Misuse:** A student shall not deface lockers in any manner, change lockers without office permission, must use his/her assigned lock/locker at all times and shall not go into an unassigned locker for any reason.

- 1<sup>st</sup> Offense: 1 Lunch Detention
- 2<sup>nd</sup> Offense: 1 After School Detention
- 3<sup>rd</sup> Offense: 1 Wednesday School

**Other Conduct:** Due to rapid changes in society, it is impossible to anticipate or list all types of inappropriate or unacceptable student actions or behavior. Consequently, administration reserves the right to assign demerits and/or disciplinary action as individual situation merits in addition to all other listed items.

**Pass Violation:** A student shall not be out of his/her assigned area without permission at any time, nor shall he/she be in an area off-limits to students at any time.

- 1<sup>st</sup> Offense: 1 Lunch Detention
- 2<sup>nd</sup> Offense: 1 After School Detention
- 3<sup>rd</sup> Offense: 1 Wednesday School

**Profane, Abusive Language/Gestures:** A student shall not use profanity, obscene language or gestures in verbal, written or any other form of communication toward situations, issues, other students etc.

- 1<sup>st</sup> Offense: 1 After School Detention
- 2<sup>nd</sup> Offense: 1 Wednesday School
- 3<sup>rd</sup> Offense: 2 days ALC

**Profane, Abusive Language/Gestures Toward District Employee(s):** A student shall not use profanity, obscene language or gestures in verbal, written or in any other form of communication toward any district employee, situation, etc.

- 1<sup>st</sup> Offense: 3 days ALC - 3 days OSS
- 2<sup>nd</sup> Offense: 3-5 days OSS & parent/guardian conference
- 3<sup>rd</sup> Offense: 5-10 days OSS, possible referral for expulsion

**Repeated and/or Flagrant Violations:** A student who repeatedly, or with wanton recklessness, violates the Student Code of Conduct may face disciplinary consequences in excess, or in place, of those listed herein, as determined by the Principal/designee.

**Tardy to Class:** A student shall be in class when the bell rings, as defined by the classroom teacher, for the start of the period & will not accumulate more than 3 tardies in a given grading period.

1<sup>st</sup> Offense (4<sup>th</sup> - 7<sup>th</sup> tardy) : 1 Lunch Detention for each instance

2<sup>nd</sup> Offense (8<sup>th</sup> - 9<sup>th</sup> tardy) : 1 After School Detention for each instance

3<sup>rd</sup> Offense: (10<sup>th</sup>+ tardy) : 1 Wednesday School – Principal/designee’s determination

**Tardy to School:** A student shall be in class, as defined by the classroom teacher, when the bell rings for the start of 1<sup>st</sup> period and will not accumulate more than 3 tardies in a given grading period.

1<sup>st</sup> Offense (4<sup>th</sup> - 7<sup>th</sup> tardy) : 1 After School Detention & denial of driving privileges, where applicable, for two (2) days for each instance

2<sup>nd</sup> Offense (8<sup>th</sup> - 9<sup>th</sup> tardy) : 1 Wednesday School Detention for each instance

3<sup>rd</sup> Offense: (10<sup>th</sup>+ tardy) : 1 day placement in the ALC – Principal/designee’s determination

**Throwing Objects:** A student shall not endanger others by throwing objects (food, trash, snowballs, books, pencils, etc.)

1<sup>st</sup> Offense: 1 After School Detention

2<sup>nd</sup> Offense: 1 Wednesday School

3<sup>rd</sup> Offense: 1-3 days ALC

**Violation of Any Law or Ordinance:** A student shall not violate any local, state or federal law or ordinance.

1<sup>st</sup> Offense: 1-3 days OSS; notification of law enforcement; possible recommendation for expulsion depending on violation

2<sup>nd</sup> Offense: 3-5 days OSS; notification of law enforcement; possible recommendation for expulsion depending on violation

3<sup>rd</sup> Offense: 5-10 days OSS; notification of law enforcement; possible recommendation for expulsion depending on violation

## **CO-CURRICULAR ACTIVITIES**

### **CLASS OR CLUB ACTIVITIES**

- Any student accepting fundraising material to sell for various class/club projects will be held financially responsible for each item taken.
- No member of a club or school group will be permitted to stay after school without an advisor being present.
- Students must furnish their own transportation home from after-school events.

LHS offers the following co-curricular programs based on a combination of supporting interest, student numbers and available funding:

8<sup>th</sup> Grade Science Fair

Academic Challenge

CACY

Class Officers (9-12)

Drama Club

FCCLA

FFA

High School Student Council (9-12)

Lucas Academic Honor Society

Marching Band & Flag Line (football season)

Math League

Middle School Student Council (6-8)

Newspaper

Pep Band (basketball season)

Power of the Pen

Spanish Club

Writing Club

Yearbook

## HONORS & ELECTED POSITIONS

### **Academic Merit Awards**

All A's or 4.0: must earn an A in each subject for each marking period during the year (not interims).

Honor Roll: must earn a 3.51-4.00 GPA & no C's for the grading period.

Merit Roll: must earn a 3.00-3.50 GPA & no more than one C for the grading period.

### **Class Officers**

Class Officers have the duty of representing their classmates in a number of important tasks, including the collection of fees, selecting class gifts, making decisions on Prom and more. Students who choose to run for a position as a Class Officer must be prepared to not only represent the views of their entire class, but also set a good example, promote good relations & school spirit and assist in the development of school activities. ***NOTE: Juniors wishing to run for a class office must realize that they will be required to attend and play an integral role in Commencement.***

#### Selection System

1. Students wishing to run for a position of Class Officer must submit a petition of 15 student signatures from their class, along with 3 teacher signatures.
2. To be eligible for a Class Officer Position, a student must have a minimum GPA of 2.00.
3. Students will be permitted to hang signage and/or posters indicating their candidacy during the week of elections. It is the students' responsibility to provide all materials, hang, remove and clean up these materials immediately after elections have been held.
4. Students must complete an application for the Class Officer position they are seeking and complete a 100-word essay indicating, "Why I am a good candidate for the position of \_\_\_."
5. Each class member, through the use of a secret ballot, will then select Class Officers from all eligible candidates on the day set aside by the Principal/designee.
6. Once elected, a Class Officer must maintain a minimum GPA of 2.00 or he/she will be removed from office. Further, any Class Officer suspended from school during the school year will be immediately removed from office. A special election will be held to replace any removed officer.

### **Homecoming Court**

- The freshman, sophomore & junior classes will each select one female & one male attendant from their ranks through a secret ballot. The senior class will elect three female and three male attendants from their ranks.
- Each member of each class will appear on the ballot, provided he/she meets the following requirements:
  1. Earned a minimum cumulative GPA of 1.70.
  2. Must not have any High School out-of-school suspensions on their record.
- All four classes will elect the king & queen from the senior attendant list.
- All students enrolled at LHS, including those at any educational options, are eligible to be on the court with the following restrictions:
  1. Only a senior may be queen or king.
  2. Once a student has been selected as an underclass attendant, he/she will not be eligible for selection again until his/her senior year.

### **Lucas Academic Honor Society**



The Lucas Academic Honor Society, formally affiliated with the National Honor Society, is an organization that acknowledges outstanding High School students who have shown excellence in the areas of scholarship, leadership, service and personal character. The Lucas Academic Honor Society recognizes students who have developed these values through active participation in school activities, community service and strong academic performance.

Selection will occur immediately following the end of the 1<sup>st</sup> grading period of the school year with induction prior to Thanksgiving break using the following system:

1. A student must earn a minimum 3.25 GPA and be at least of sophomore rank.
2. Eligible students will have the opportunity to complete an LAHS Selection Information Form, which will be presented to the Faculty Council. The LAHS Advisor is a non-voting member.
3. The Faculty Council shall review this Selection Information Form, as well as teacher evaluation information, in order to make final selections based on scholarship, service, character & leadership.
4. A majority vote of the Faculty Council is necessary for a student to be selected. Students under consideration for induction will receive written notification as to the decision reached by the Faculty Council regarding their selection. A student who is not selected for induction will also receive a general statement indicating the reason(s) he/she was not selected.
5. Students selected to the LAHS must complete a minimum of 25 hours of community service each school year, must maintain a minimum 3.25 GPA and attend all scheduled meetings and events of the LAHS in order to maintain active membership. Failure to maintain these standards may result in dismissal from the LAHS.

### **Lucas Scholar-Athlete Award**

Students who complete a season of athletic participation in good standing and earn a minimum GPA of 3.50 during that season of athletic participation will be awarded a certification indicative of a Scholar-Athlete during each athletic season.

### **Student Council**

Student Council is an organization of students from each grade level elected to represent the views of the entire student body, set good examples for others, promote good relations & school spirit and assist in the development of student life activities.

Selection System:

1. Students wishing to run for a position on Student Council must attend an informational meeting as scheduled in the fall by the advisor.
2. Each grade-level, using a secret ballot, will then select council members from eligible nominees.

### **Student of the Quarter (SOTQ)**

The SOTQ award is designed to recognize students in the areas of academics, extracurricular & community involvement. The SOTQ selection process is as follows:

- Faculty & staff will nominate students for this award.
- A student may be selected only once per year.
- Students selected for the award will receive a certificate commemorating their selection and be invited to attend the annual Honors Assembly.

## Student of the Year (SOTY)

The SOTY award recognizes students in the areas of academics, extracurricular & community involvement over the course of the entire school year. The SOTY selection process is the same as above with those students previously selected as Students of the Quarter eligible for the honor presented during the end of the year Honors Assembly.

## INTERSCHOLASTIC ATHLETICS

As a member of the Ohio High School Athletic Association (OHSAA) and the Mid-Buckeye Athletic Conference (MBC), the Lucas Local School District is dedicated to excellence in both academics and athletics and believes that a dynamic program of student activities is vital to the overall development of each student. As an integral part of the total educational curriculum, the Lucas Athletic Department strives to provide a nurturing environment to assist in developing lifelong learning skills, develop positive working relationships, promote self-realization and all-around growth while also developing students into productive members of the local community and the greater society. To accomplish this, the athletic staff will strive to create a program with a variety of experiences to enhance the development of positive habits and attitudes that students may carry into adulthood. The staff will promote dedication, hard work, sportsmanship, integrity and discipline to help instill a sense of pride and tradition in Cub athletics, the Lucas community, school and to enable each student to work toward his/her ultimate potential.

News & information regarding interscholastic athletics at the High School & Middle School levels can be found on-line at [www.lhscubs.com](http://www.lhscubs.com), [www.ohsaa.org](http://www.ohsaa.org) or @lucascubssports on Twitter. Specific rules, regulations & guidelines on eligibility requirements, attendance and more are available through the Athletic Office and on-line at [www.lhscubs.com](http://www.lhscubs.com).

SANCTIONED SPORTS: *Team offerings are dependent upon the number of participating students:*

### **Middle School**

Cheerleading (football & basketball)  
Cross Country (boys & girls)  
Football  
Volleyball  
Basketball (boys & girls)  
Wrestling  
Track & Field (boys & girls)

### **High School**

Cheerleading (football & basketball)  
Cross Country (boys & girls)  
Football  
Volleyball  
Basketball (boys & girls)  
Wrestling  
Baseball  
Softball  
Track & Field (boys & girls)

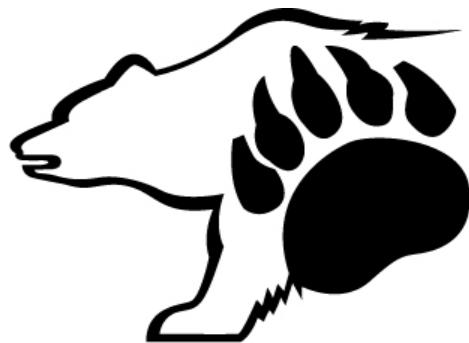
## FAN BEHAVIOR & SPORTSMANSHIP GUIDELINES

Spectators are to demonstrate positive enthusiasm without causing harm, danger or embarrassment to the team, school or others in attendance by showing respect towards all players, coaches, officials and fans, as well as showing pride and respect for their school. Students are reminded that the majority of school rules are still in effect at after-school events and that disciplinary action may be taken for actions at these events. Spectators are reminded that failure to follow these guidelines, or failure to comply with the directions of game or school officials, will be cause for ejection from the contest without refund.

1. The Mid-Buckeye Conference condones and encourages positive cheers with good sportsmanship that build school spirit. Cheers, chants and other like actions made in vulgar or demeaning ways to opposing teams, individual students or game officials are prohibited.

2. Pep and/or marching bands are encouraged to play during pre-games, halftimes, quarter breaks and in conjunction with Cheer squads. Band and other music source activities may not occur in a manner to drown out opposing bands, team activities or cheer squads.
3. Noisemakers and the throwing of anything onto the playing surface or into the air at indoor contests (talcum powder, confetti, etc.) are prohibited.
4. Visiting teams, schools or fans are not permitted to hang or place banners/signs within the host facility. It is the responsibility of the Home administration to ensure that all Home banners/signs meet all stated sportsmanship guidelines. There is no limitation to the number of Home team banners/signs, given that they meet the stated sportsmanship guidelines.
5. Students are not permitted to sit behind opposing team bench areas.
6. At indoor events, any students or fans standing must do so at their seat within the bleachers.
7. Fans are not permitted on the playing surface, except during special functions as approved by the Home administration (parent recognition, 3-point shot contest, etc.).
8. Teams are to show respect of and to their opponents at all contests. Teams are not permitted to circle the opponent during warm-ups, congregate at center-court/field for chants, cheers, stretching or the like (before, during or after the contest), nor are they to engage in any activities that will incite an unsportsmanlike response from fans or opposing players/coaches.

*Sportsmanship...Make it a Tradition...Practice it for Life!*



*A School of Purpose, Passion and Pride*

**WHOM DO I CALL?**

Call **419-892-2338** and the appropriate extension listed below:

Absence & Attendance issues .....Contact the Attendance Office at x227

Athletic participation.....Contact the Athletic Office at x236 or visit [www.lbscubs.com](http://www.lbscubs.com)

Athletic physicals.....Contact the Athletic Office at x236 or visit [www.lbscubs.com](http://www.lbscubs.com)

Athletic events & schedules.....Contact the Athletic Office at x236 or visit [www.highschoolsports.net](http://www.highschoolsports.net)

Athletic sites & directions.....[www.highschoolsports.net](http://www.highschoolsports.net), [www.lbscubs.com](http://www.lbscubs.com), or [www.lucascubs.org](http://www.lucascubs.org)

Class rank.....Contact the Guidance Office at x222

Class fees and/or dues..... Contact the school office at x221

College information & Financial Aid.....Contact the Guidance Office at x222

Discipline issues .....Contact the Principal at x221

Doctor's appointments for my student.....Contact the school office at x221

Free & Reduced lunch program.....Contact the cafeteria at x218

Health and/or medical issues.....Contact the Principal at x221

Info on the Pioneer Career & Technology Center.....Contact the Guidance Office at x222

Student's class progress.....Contact the teacher at x221 or use e-mail or Grade Book

Student's overall academic progress and/or issues.....Contact the Guidance Office at x222  
Standardized testing information.....Contact the Guidance Office at x222  
Student scheduling.....Contact the Guidance Office at x222  
Transcripts & student records.....Contact the Guidance Office at x222  
Ticket Sales & Event Passes.....Contact the Athletic Office at x236 or visit [www.lhscubs.com](http://www.lhscubs.com)  
Tutoring needs.....Contact the Guidance Office at x222  
Your student.....Contact the school office at x221

### **FREQUENTLY ASKED QUESTIONS...**

**Q:** I have practice/work after school, but I have a detention scheduled. Can you move my detention?

**A:** No. Detentions are a result of your decision or action and you need to deal with the consequences as assigned.

**Q:** I have study hall at the end of the day. Can I leave school early every day for work?

**A:** Board of Education policy permits seniors to leave school one period early, given they meet specific requirements. Please contact the Principal for more information before attempting to leave school to avoid any disciplinary issues.

**Q:** My friend from K VX High School doesn't have school today. Can I bring her to school with me?

**A:** No. LHS is a place of learning, not a hangout spot.

**Q:** May I have some aspirin, cough drop, etc.?

**A:** It is illegal & unsafe for staff members to dispense medication to students without following a Doctor's Order as outlined within this handbook. Students are also prohibited from carrying these items on them or storing them in their locker and/or bags.

**Q:** Do you have any tampons, band-aides or gauze?

**A:** Yes! The office has a supply of these items available for emergency situations.

**Q:** Are you selling pre-sale tickets for this week's game?

**A:** Pre-sale tickets will usually only be available for certain OHSAA tournament games as announced through the athletic department.

**Q:** It is raining/snowing - is the game still on?

**A:** Decisions on game status are made as late as possible to ensure the best chance for student safety. Please check [www.schedulestar.com](http://www.schedulestar.com) and search for Lucas Local Schools or visit @lucascubssports on Twitter for the latest schedule updates.

**Q:** I've lost my Grade Book login information, can you tell me what it is?

**A:** It is important that you protect your information. Contact the office secretary for more details.

**Q:** Am I permitted to carry a water bottle to classes?

**A:** Yes! You may consume water in clear (**non-colored**), plastic bottles anywhere in the building.

**Q:** How do I know I am eligible for sports?

**A:** Eligibility is different for students in grades 7-8 than it is for those in grades 9-12. Check out [www.lhscubs.com](http://www.lhscubs.com) and the Athletic Participation Handbook for more details or speak to the Athletic Director.

**Q:** When are grade reports coming out?

**A:** Given no technology issues, grades reports should arrive at your home address within five days of the grade reporting date listed on the District Calendar.

**Q:** How do I e-mail my teachers?

**A:** You can contact them at [lastname.firstname@lucascubs.org](mailto:lastname.firstname@lucascubs.org), visit <http://www.lucascubs.org/buildings/high-school/hs-staff> or contact the office for assistance!

**Q:** When do I become eligible for sports?

**A:** School policy mandates that a student may become eligible 24-hours after the grade reporting date, given they meet the minimum requirements as set forth by the OHSAA and the Lucas Board of Education.

**Q:** I've obtained my driver's license and would like to drive to school – is that ok?

**A:** First, pick up an orange Vehicle Registration Form from the office and complete all required information, including parent/guardian and student signatures. After paying your \$5 fee, you will be able to park in the allotted spaces on campus.

# PARENT/GUARDIAN & STUDENT ACKNOWLEDGEMENT FORM

We, the undersigned, acknowledge that we have read and understand all information, rules, regulations, guidelines, policies and expectations contained within the scope of the 2018-2019 Lucas High School Student Handbook, which is posted outside the school office and can be found online at

<http://www.lucas.k12.in.us>

and that the student indicated below has had the opportunity to discuss any questions with the Principal. As the student and parent/guardian(s) listed below, we acknowledge that if any points were in question, that we made attempts to gain clarification from the Principal.

By affixing our signatures, we further indicate that we will adhere to all information, rules, regulations, guidelines, policies and expectations contained within the Lucas High School Student Handbook.

PRINT Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_  
Student Signature / /18  
Date

\_\_\_\_\_  
Parent/Guardian Signature / /18  
Date

\_\_\_\_\_  
*Please provide an e-mail address in order to receive updates and information.*

\_\_\_\_\_  
Parent/Guardian Signature / /18  
Date

\_\_\_\_\_  
*Please provide an e-mail address in order to receive updates and information.*

**COMPLETED FORM MUST BE RETURNED TO  
YOUR 1<sup>ST</sup> PERIOD TEACHER BY AUGUST 30<sup>TH</sup>.**