

# LUCAS HERITAGE MIDDLE SCHOOL

## STUDENT HANDBOOK

80 LUCAS NORTH ROAD  
LUCAS, OHIO 44843

(419) 892-2338

[WWW.LUCASCUBS.ORG](http://WWW.LUCASCUBS.ORG)

***This Agenda belongs to:***

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

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# LUCAS LOCAL SCHOOL DISTRICT MISSION STATEMENT

The mission of the Lucas Local School District is to prepare well-rounded, lifelong learners who are able to meet life's challenges.

## HERITAGE MIDDLE SCHOOL

Students and teachers working together to prepare for life's challenges.

### GENERAL SCHOOL POLICIES

#### DAILY PERIOD TIME SCHEDULE

School begins at 8:37 a.m. and ends at 3:20 p.m.

8:30 Enter Building  
8:33 Warning Bell

#### Pep Assembly Time Schedule

Release of the pep assembly participants will be over the PA at 2:45. Release of the student body will be over PA at 2:58.

#### Two Hour Delay Start Schedule:

Students may enter the building at 10:30, with a warning bell at 10:33

### ATTENDANCE POLICIES

#### Absence (Excused)

**A. Absence from school hinders the continuity of a student's education. It is, however, unavoidable in some instances. State law requires all schools to notify parents when their children are absent from school; therefore, when a student is absent the following procedures must be followed:**

1. Parents should call the school (892-2338 ext. 227) before 9:00 a.m. each day their child is absent stating name of student and reason for the absence. 2 School attendance personnel will telephone parents if no message has been received by 9:00 a.m. If parents cannot be reached by phone, a student absence notification letter will be mailed.
2. A student whose parents either have not called the school or who cannot be reached by phone must bring a note signed by the parent indicating the reason for the student's absence.
3. Upon return to school, the student must obtain an *admit slip* to be presented to each teacher of missed classes. These slips will be marked "excused" or "unexcused" depending upon the reason for the absence.

**B. State law provides for two types of absences past and future (anticipated). Reasons for which absences may be excused include but are not limited to:**

- 1 Personal illness of the student
- 2 Illness in the student's family
- 3 Death in the family
- 4 Quarantine for contagious disease
- 5 Religious reasons

Each student who is absent must immediately upon return to school make arrangements with his teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by state law may or may not be permitted to make up work. Each case will be considered on its merits by the principal and the respective teacher(s). Students will be requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

The Board does not believe that students should be excused from school for non-emergency trips out of the district. The responsibility for this will rest with the parents and they must not expect any work missed by their child to be re-taught by the teacher. However, if the school is notified in advance of such a trip, every effort will be made to prepare a general list of assignments for the child to do while he is absent.

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

1. Farm work on farm of parent or guardian.
2. Student vacations: The Board does not believe that students should be excused from school for vacations. The responsibility for this will rest with the parents and they must not expect any work missed by their child to be re-taught by the teacher. However, if the school is notified at least 5 days in advance of such a trip, every effort will be made to prepare a general list of assignments for the child to do while he/she is absent. Prior approval using a student vacation form must be obtained by the parent/guardian and approved by the principal before the student leaves vacation. The student must be going with either the parent/guardian, or member of the immediate family, which shall be grandparent, aunt, uncle, or relative who lives in the same household as the student.
3. Doctor or dental appointments that cannot be arranged on Saturdays or after school.

**D. Any time a student is absent from school or class because of a school function (field trips, college visitations, etc.), he/she will not be counted absent.**

**E. All other absences will be considered unexcused.**

**F. Appointments** - An appointment must be excused by parental note or phone call the day it is scheduled. Students leaving during the school day will present note to school office and be given an early dismissal slip. Upon his/her return to school, student must present a card or note from the individual with whom they have had the appointment.

**G. Make-up work** - In every excused absence case, it is the student's responsibility to obtain missed class assignments and complete them. If assignments are given prior to the absence, they 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 extenuating circumstances. Absences of 10+ days must be coordinated through the parent/guardian, teacher(s), and principal/designee. If work is not completed under the above guidelines, an "F" will be recorded for the uncompleted assignments and will be figured into the total grading period grade. The above policy also applies to family vacation time taken during the school year.

**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 those ten days. Once a student is put 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 ten days of unexcused absence will be considered truancy and appropriate authorities will be contacted. The Lucas Board of Education, 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 Lucas School parents.

### **Unexcused Absence (Truancy) From School**

- A. There may be an occasion when a student will be extended an “unexcused” absence. However, the student may not make up missed tests or work.
- B. An unexcused or unauthorized absence will result in a grade of “F” for the time missed. Unexcused or unauthorized absenteeism during any nine-week period will affect the grade for the period.
- C. Truancy is an unauthorized absence from school or class. 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:

**First UA** - attendance at next Detention following UA.

**Second UA** - Upon the second day of unexcused absence from school, a Truancy Warning Letter will be sent home to alert the parent that his/her child has accumulated two days of unexcused absence (truancy).

**Fifth UA** - If a student accumulates 5 days of unexcused absence (truancy), the parent and the student will be required to attend the Attendance/Truancy Awareness Program for Parents and Students at which court and school officials outline the responsibilities of all parties in the educational process under the laws of Ohio. Parents will receive written documentation of the day and time that the program is scheduled. If the parent does not attend this 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:

Parent/Student did not attend the Attendance/Truancy Awareness Program for Parents and Students.

Parent/Student did attend the Attendance/Truancy Awareness Program for Parents and Students, but the student has accumulated additional unexcused absences.

The student has had involvement with Juvenile Court for truancy in prior school years (has had either an unofficial or official court hearing). Parent(s) will receive written documentation of the day and time that the hearing is scheduled. At the unofficial hearing, the responsibilities of the parent(s) and the student will again be explained along with consequences should the unexcused absences continue. A School Attendance Plan will be developed at the Unofficial Court Hearing for the student and parent. If the parent(s)/student do not attend, then the case is referred to the Juvenile Court for an Official Hearing

### **Official Court Hearings-**

The following legal guidelines will be followed by the schools when filing a Truancy complaint with the Richland County Juvenile Court

- A. Habitual Truant (Unruly Child)- 5 consecutive unexcused absences, or 7 unexcused in a month or 12 unexcused in a year.
- B. Habitual Truant (Delinquent Child)- previously adjudicated Habitual Truant.
- C. Chronic Truant (Delinquent Child)- 7 consecutive unexcused absences, or 10 unexcused absences in a month or 15 unexcused in a year.
- D. Students will not be excused to participate in “Take Your Daughter/Son to Work Day”. We encourage students to take part in this activity during school holidays or the summer months.
- E. Tardiness- A student is tardy to school if he/she is not in the first period class when the tardy bell rings at 8:37 a.m. A student is tardy for class if he/she is not in the classroom when the tardy bell rings. The penalties for tardiness are:

Four (4) Unexcused Tardies – Two Detentions

Eight (8) Unexcused Tardies - Two Detentions and a Wednesday School

Twelve (12) Unexcused Tardies - three-day Alternative Learning Center

Fourteen (14) Unexcused Tardies – referral to county attendance officer and possibly more serious penalty as outlined in Student Code of Conduct. Tardy marks are cumulative by semester.

### **Leaving/Returning To Building**

- A. If a student finds it necessary to leave the school building (example: doctor or dentist appointment or tutoring), he/she must secure a pass from the principal's office and sign the *sign out sheet*. Failure to follow this procedure may result in a charge of truancy. If parents wish their son/daughter to leave school during the day, the student must bring a parental note to the office at the beginning of the school day. The note must state the reason for leaving early. Failure to follow this procedure may cause the request to be denied. When returning to school following an early dismissal, the regular procedure governing absences must be followed.
- B. A student will be counted absent for one-half day if he/she arrives at school after 10:30 a.m. A student who leaves school before 1:30 p.m. will be counted absent for one-half day.
- C. As a safety measure, parents picking up students must come into the office to do so. Parents wishing to have a student called from a classroom must receive permission from the office; an office aide will bring the student to the office.
- D. In every case where a student leaves the building before the final dismissal bell, he/she must have obtained an early dismissal pass or must have been granted permission by the principal or designated school official. The student must personally sign the *sign out sheet* with the reason for leaving, time leaving and destination.
- E. When a student returns to the building during the same day, must sign the *sign-in sheet* in the school office and will receive a pass to class.

### **Middle School Retention**

Middle School retention is determined by teachers, administration and parents. In most cases, any student who fails two yearly subjects (classes that meet five times per week) will be required to attend summer school or intervention. Students may make up core classes in summer school.

### **CAFETERIA AND LUNCH PROCEDURE**

#### Closed Lunch Period

All students in the Lucas School System are required to eat lunch in the cafeteria. No student is permitted to leave the school grounds at noon unless, by parental conference, the principal deems it necessary.

#### Procedure

The cafeteria is in the elementary building. Students should enter through the doors on the patio side and go straight to the cafeteria. Middle school students may not wander about the elementary or middle school buildings because classes are in session during lunch times. During lunch periods, all students must report to the cafeteria (exceptions are considered and approved by the principal).

Lunches must be paid for at the cashier's register. Parents and/or students are encouraged to pay for lunches by the week or month. Lunch charges are seriously discouraged.

Student lunch price is the current School Board approved price. The price of school lunches may be raised by the Board of Education as necessary. Extra sandwiches are available at an additional cost. An à la carte line is furnished for students not wishing to eat the regular lunch.

### **LOCKS AND LOCKERS**

All lockers are the property of the Lucas Board of Education. Combinations records will be maintained by the MS office.

Keep it locked at all times.

Do not share the combination with anyone.

Clean locker periodically to keep it as uncluttered as possible.

Keep unnecessary items at home.

Carry books for several classes to cut down trips to lockers between classes.

Do not keep dangerous substances in lockers.

Students will not be allowed to go to lockers during classes without teacher permission at the beginning of class.

School officials reserve the right to search a student's locker when there is probable cause. School officials will use a witness during any locker search.

## **PHYSICAL EDUCATION**

All students are required to dress appropriately for physical education classes. Dress and equipment needed are identified by the instructor in accordance with school board policy. Students are graded on class participation and by written tests.

Physical education is required by state law. Doctors' excuses are required if a student must be excused from participating in physical education classes for medical reasons. If a student misses more than three (3) consecutive classes, a doctor's excuse is required.

## **ASSEMBLIES**

Lucas students are viewed constantly from outside the community. Student actions create an impression of the school that outsiders carry to other communities. When we have outside people in for assemblies, we want them to feel welcome. When they leave, we want them to take a favorable impression of Lucas with them. Students will be notified as to procedures for going to and from the assembly area.

## **MISCELLANEOUS**

### **Care Of School Textbooks**

The Board of Education supplies textbooks to each student according to his/her needs. Students are expected to take reasonable care of the texts assigned to them. Students will be held financially responsible for loss of or damage to textbooks. Book covers are required at all times.

### **Supplies**

All supplies such as pencils, scotch tape, glue, note cards, poster board, etc. must be furnished by individual students unless they are covered by school fees for a particular class.

### **Valuables**

Students may occasionally need to bring money or valuable articles to school. It is recommended that money or valuable articles be placed in the main office for safekeeping when not needed for class/club use.

### **Visitors**

All visitors must report to the office, sign in, and get a visitors badge and sign out as they leave. Students may not bring students from other schools to Lucas as guests unless the principal has approved the visit in advance.

### **Telephone Privileges**

**The telephone in the office is for emergencies only.**

## **MIDDLE SCHOOL STUDENT DRESS CODE**

The Lucas Board of education has adopted a dress code that ensures the health, welfare, & safety of the student body & enhances a positive image of the students & school. 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 & welfare or that of other students, or (2) causes disruption or 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 and a zero (0) will be recorded for any assignments missed. Failure to comply will result in disciplinary action. Dress code requirements include the following:

Illustrations, names, slogans or patches on clothing and/or jewelry shall not be profane, suggestive, obscene, nor refer to sex, alcohol, tobacco, drugs or other illegal activity.

Hats, sweatbands, 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).

Chains and/or spikes are not permitted to be worn in any manner.

Brief and/or revealing clothing 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 or expose ones midriff are prohibited. Sleeveless garments must extend to the end of the shoulder & fit closely under the arms.

Shorts and/or skirts shall not expose more than 6.5 inches of skin above the knee.

Pants, shorts, skirts, sweats, lounge pants, etc with writing or excessive decorations on the buttocks is prohibited. Cuts, tears or rips may not be above the knee. All pants, shorts, skirts, etc. must be worn at the hip; waist bands worn below the hip are prohibited.

Sweat pants, lounge pants, pajamas, etc. unless part of a team uniform on specific days are prohibited.

Footwear must be worn at all times & must not pose a safety hazard. Slippers of any type are prohibited.

Dress deemed appropriate for one gender may not be appropriate for the other.

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.

## **DISCIPLINE**

### **STUDENT CODE OF RIGHTS AND 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 building administrator, the elementary school principal, the high school principal, an assistant principal, an administrative assistant or the clerk of the Board of Education.

Every student will be given his/her legal and procedural rights with regard to suspension, expulsion and removal. It will be in each student's best interest to read this code carefully.

#### **A. Suspensions**

The superintendent or a principal may suspend a student for a period not to exceed ten (10) school days.

The superintendent or the superintendent's designee must give the student a written intent to suspend notification and the reason(s) for the suspension. The student will receive no credit for work missed during a suspension.

If the Student so requests, he/she will be given an informal hearing before the superintendent's designee upon notification of suspension to explain his/her actions and/or to challenge the reason(s) for the intended suspension. This hearing may take place immediately.

Within twenty-four (24) hours of any suspension, the superintendent or the superintendent's designee will give written suspension notification to the suspended student, to the parent, guardian or custodian of the student being suspended and to the clerk of the Board of Education. This notification will include the reason(s) for the suspension. It will also notify the student and his/her parent, guardian or other custodian of their right to appeal the suspension to the Board of Education or its designee. The student has the right to be represented at this appeal and to request that this appeal be held in executive session.

The rights and procedures specified in Section B apply to all suspensions, except as indicated in Section D, Part 7.

#### **B. 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 intention to expel notification to the student and to his/her parents, guardian or other custodian, which includes:
  - a) The reason(s) for the intended expulsion
  - b) Notification of the right of the student or his/her parent, guardian or other custodian, or of their representative, upon request, to appear before the superintendent or the superintendent's designee to challenge the reason(s) for the expulsion and/or to explain his/her actions.
  - c) The time and the place of this hearing must not be less than three (3) days nor more than five (5) days after the written intention to expel notification has been given as provided herein in Section C, Part 2.
3. As provided herein in Section B, a student may be suspended pending an expulsion.
4. The superintendent may grant an extension of time for the hearing provided herein Section C, Part 2. 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 twenty-four (24) hours of any expulsion, the superintendent or the superintendent's designee will give written expulsion notification to the expelled student, to the parent, guardian, or custodian of the student being expelled and to the clerk of the Board of Education. This notification will include the reason(s) for the expulsion. It

will also notify the student and his/her parent, guardian, or other custodian of their right to appeal the expulsion to the Board of Education or its designee. The student has the right to be represented at this appeal and to request that this appeal be held in executive session.

### **C. Removal**

1. If, in the judgment of the superintendent or his designee, a student's presence poses a continuing danger to persons or property or is an ongoing disruptive threat to the academic process, then the superintendent or the superintendent's designee may remove the student from Board of Education property and from all curricular and extra-curricular activities.
2. A student may be removed as provided in Section D pending the suspension and/or expulsion of that student as provided respectively in Section B and Section C.
3. A teacher may remove a student from any curricular or extra-curricular activity under his/her supervision. In the event that a teacher removes one or more students from any curricular or extra-curricular activity, the teacher must give written notice of the reason(s) for removal to his/her principal as soon after the removal as is practical. A teacher may not remove a student from removal as is practical. A teacher may not remove a student from Board of Education property except with the permission of the superintendent or the superintendent's designee.
4. The Superintendent or the superintendent's designee must hold a hearing within seventy-two (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 as soon as practical after the removal and 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 twenty-four (24) hours of any removal, the superintendent or the superintendent's designee will give written removal notification to the clerk of the Board of Education and to the parents, guardian or other custodian of the student. This notification will include the right of the guardian or other custodian 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 a teacher removes one or more students and if one or more of those students is reinstated prior to a hearing by the superintendent or the superintendent's designee, then upon demand of that teacher, the superintendent or superintendent's designee shall give to that teacher, written notification of the reason(s) for the reinstatement(s). The teacher cannot refuse to reinstate a student who has been reinstated by the superintendent or the superintendent's designee.
6. 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, by suspension or by expulsion.
7. In all normal disciplinary procedure cases where a student is removed from a curricular or extra-curricular activity for less than twenty-four (24) hours and is not subject to a further suspension or expulsion, no part of this code shall apply.

### **THE ALTERNATIVE LEARNING CENTER**

The Alternative Learning Center (ALC) is an in-house segment of the discipline system at Lucas. The ALC may be used as a short or long-term educational placement, and 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, the student will remain within its confines throughout the school day, except for the provided restroom breaks. The cafeteria will provide a brown bag lunch. Students must bring all textbooks & 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 will result in further disciplinary measures. Specific rules, guidelines & expectations are posted in the ALC.

### **DETENTION PROGRAM**

The detention program is specifically designed to provide timely & appropriate consequences for violations of the Student Code of Conduct. Students assigned a detention or Wednesday School will be under the supervision of a certified staff member. It is the responsibility of the student to notify their parent/ guardian of the assigned date and circumstances as no correspondence will be mailed home.

### **After school detention**

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

1. Detention runs from 3:30pm to 4:30 pm, 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 are required to complete school-related activities during this time. Students without their own school related activities will be provided assignments designed to improve reading, writing and/or study skills.
4. Failure to attend assigned Detention will result in a Wednesday School, and /or placement within the ALC and/or Out-of-School Suspension.
5. Parents and guardians are responsible for the transportation from Detention.

### **Wednesday School**

In addition to the rules in the Student Conduct Code, the following will be strictly enforced:

1. 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 are required to complete school-related activities during this time. Students without their own school related activities will be provided assignments designed to improve reading, writing and/or study skills.
4. Failure to attend assigned Detention will result in placement within the ALC and/or Out-of-School Suspension.
5. Parents and guardians are responsible for the transportation from Wednesday School.

*Detention & Wednesday School periods will not be rescheduled due to work or extracurricular schedules. These programs are a consequence for a student's decisions & action and are designed to be uncomfortable and/or inconvenient.*

## **CODE OF STUDENT CONDUCT – PART I**

It is the Board of Education's belief that every student has certain rights including the right to speak and to express opinion; the right to freedom from discrimination on the basis of sex, religion or creed, race or color and place of national ancestry or origin; the right to access all facilities; and the right to learn in an atmosphere conducive to study, teaching and learning. The Board of Education adopts the following codes of student conduct to encourage the development and continuity of such an atmosphere; to teach students ways of behavior appropriate to a democratic society; to insure that all students, teachers and employees can enjoy these rights; and to insure that students, teachers and school can conduct their lawful business without interference or harassment.

### **SERIOUS MISCONDUCT CODE**

A violation of any part of this code will result in disciplinary action, which will include suspension and/or expulsion. This code is in effect while students are under the supervision of school employees either on school property or off school property.

#### **Rule 1 Weapons, Crimes, 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 instrument or object designed to resemble a weapon, including a toy gun.
- B. No pupil shall at a locations 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 an illegal drug or any prescription medication unless prescribed for the pupil, or any substance designed, intended or promoted to look like or 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 be under the influence 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 be under the influence of tobacco in any form, 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 Property**

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 included use of debit, credit and/or gift cards.

### **Rule 6: Vandalism**

No person 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.

## **MISCONDUCT CODE PART 2**

The following incidents may result in the assignment of Detention, Wednesday School, Alternative Learning Center or Out of School Suspension.

**Rule 7 Disruption of School or of the Academic Process** – A student shall not cause the disruption or the obstruction of the learning process.

**Rule 8 Insubordination**- A student shall not fail to comply with all directions of school employee at any time when a student is under the authority of school personnel.

**Rule 9 Hazing** - There will be no hazing.

**Rule 10 Snacks** - No food, candy, gum or beverages will be consumed in class, study hall or the hallways without permission of the supervising teacher.

**Rule 11 Running in Halls and on Stairs** - Concern for the safety for oneself and for others will be displayed by all students when moving about the building between classes and at lunchtime.

**Rule 12 Eating Lunch** - Middle school students will be required to report to the cafeteria for lunch. Students must enter and leave the building as instructed. No food or other objects are to be thrown in the cafeteria. Cafeteria is to remain clean; no food on floor, table, walls, etc. Follow all posted rules for conduct in the cafeteria.

**Rule 13 Throwing of objects:** Students will not throw any objects, including snowballs on school property.

**Rule 14 Inappropriate Conduct** – Public displays of affection will be considered out of place in the school setting.

**Rule 15 Hall Passes:** - Students will not be in the halls during classes unless they have an authorized pass.

**Rule 16 Lockers:** A student may not go into another student's locker, nor may he/she change lockers without permission from the office.

**Rule 17 Electronic Devices** – A student shall not use, or turn on, electronic devices (CD players, cell phones, mp3 players, etc) from the time he/she arrives on campus until 3:30 pm on school days. All electronic devices with audio/video recording capabilities are strictly prohibited from any restroom or locker facility, regardless of the time of day. Confiscated items may be searched if reasonable suspicion exists for a search. The district assumes no liability for lost, stolen or damaged devices.

**Rule 18 Restricted Areas** - Students must remain in student- designated areas. Staff lounges, workrooms and restroom are off limits to students.

**Rule 19 Forgery-** Falsifying documents or documentation is prohibited.

Cheating and Plagiarizing - Plagiarism is taking and using the ideas or writings of another person as one's own. Plagiarizing includes use of written works as well as works in electronic (computer) form. An "F" will be given for work involved for the first offense. The second offense will cause an "F" grade for the immediate grading period. The third offense can be reason for the student's removal from class and an "F" grade will be recorded on the student's permanent record.

First Offense—An "F" will be given for work involved

Second Offense—An "F" grade for the immediate grading period

Third Offense—Student's removal from class and an "F" grade will be recorded on the student's permanent record

#### **DISCLAIMER NOTICE**

*Due to rapid changes to our society, it is impossible to anticipate or list all types of inappropriate or unacceptable student actions or behavior. As a result, the school administration reserves the right to assign detentions, disciplinary consequences, suspension, or expulsion as each individual situation merits. This is in addition to all listed items.*

#### **UNSAFE SCHOOLS (Persistently Dangerous Schools)**

The Board complies with State and Federal law in adopting a policy on persistently dangerous schools.

Beginning in the 2004-2005 school year, a student attending a "persistently dangerous" school in this District or becomes a victim of a "violent criminal offense" "as determined by State law", anywhere on District "grounds" or during school sponsored activities is allowed to attend another school in the District that is not persistently dangerous that offers instruction at the student's grade level. However, there is no transfer option if there is no other school in this District that offers instruction at the student's grade level.

A "persistently dangerous" school is defined by State law as a school that has two or more violent criminal offenses in or on school grounds, per 100 students, in each of two consecutive school years. In schools with 300 or fewer students enrolled, six or more violent criminal offenses must occur. Likewise, if a school has 1350 or more students enrolled, 27 or more violent criminal offense must occur in each of two consecutive school years.

"Violent criminal offense" refers to any violent criminal offense set forth and defined in State law as violent in nature.

"As determined by State law" means that the student has been identified as the victim and the perpetrator has plead guilty to, been adjudicated or convicted of a violent criminal offense in an Ohio court.

"Grounds" includes school bus transportation to and from school and school sponsored activities and designated bus stops.

#### **ACADEMIC POLICIES**

##### **MARKING SYSTEM**

|   |               |    |    |     |
|---|---------------|----|----|-----|
| A | Outstanding   | 93 | to | 100 |
| B | Above Average | 85 | to | 92  |
| C | Average       | 73 | to | 84  |
| D | Below Average | 65 | to | 72  |
| F | Failing       | 0  | to | 64  |
| I | Incomplete    |    |    |     |

A plus (+) or minus (-) is for communication purposes only and does not effect GPA. There will be no A+ at any grade level.

An incomplete will become an "F" (64) grade unless the incomplete work is made up within two weeks of the end of the grading period.

##### **HONOR AND MERIT ROLLS**

All A's A in every subject

Honor Roll 3.51 - 4.00 point average - No C's allowed

Merit Roll 3.00 - 3.50 point average - One C allowed

All subjects except physical education will be used as a basis for computing honor and merit roll ranking.

## **GRADE CARDS**

Grade cards will be sent home with the student approximately one week following the end of the quarter. Final grade cards will be mailed if all obligations have been met.

## **STATE TESTING**

### **Test Security**

Standardized Test Security - Per instructions from the Ohio Department of Education, all required testing information is placed in a locked closet in the Testing Coordinator's office, both before and after testing. Lucas School Board Policy IL-R includes the test security requirements.

Testing Dates 2008-2009

Sixth Grade: Reading and Math

Seventh Grade: Reading, Math, and Writing Achievement

April 20<sup>th</sup> to May 8<sup>th</sup> is the 2008-2009 testing window.

Results are not scheduled until the end of June.

\* Additional information regarding the Ohio Achievement Testing, including, but not limited to, sample tests questions with answers, objectives, etc. can be found online on the Ohio Department of Education website <http://www.ode.state.oh.us>

## **LIBRARY (MEDIA CENTER)**

### **Library Purpose**

The library is designed to supplement regular class work and to serve as a central location for materials. The library provides both print and non-print materials for student and teacher use. The library is open school days from 8:30 - 3:30.

### **Using the Library**

The library is now computerized. Each student is issued a library card, which is used to gain access to the library and to check out materials. These cards will have the student's bar code necessary for checking materials out of the library. The charge to replace his/her library card is \$2.00 per card. If for any reason you need a new card you must bring \$2.00 to the librarian she will order the new card (which has to be produced at the county office) this normally takes about one week. Students who come to the library as a class. Other students who might need to take Accelerated Reader Tests or do research will be permitted to the library with a teacher pass. Improper conduct or misuse of the library will be reason to revoke the pass and the student will be sent back to class. Specific guidelines and rules for using the library are posted in the library.

### **Material Checkout Overdue Materials Fines.**

Books are loaned for a period of two weeks, and can be renewed for an additional two-week period twice. Students who have overdue library materials will not be allowed to check out additional books until the overdue materials are returned or renewed and all fines are paid. Grade cards will also be held for lost books or overdue books with fines of 50 cents or more. Damaged or lost books must be paid for by the student to whom the book was checked out. Reimbursement for lost or damaged books includes current replacement costs plus \$1.50 for processing and invoicing charge.

Reference Books (Encyclopedias, etc) A reference book is one used for finding specific information. Reference books cannot be checked out.

### **Computer Purpose and Use**

Before a student is permitted to use the computers he/she must have completed and signed an Acceptable Use Form, this form must also be signed by the parent/guardian. This form is on file in the library. Computers are available to students, teachers and entire classes for instruction, CCC, Accelerated Reader Tests, and completion of assignments. The computers are open for student and teacher use throughout the school day by scheduling use with the librarian. The costs of using printers and paper is covered by the student general computer fee charged at the beginning of each school year. Computer disks can be purchased in the library for 50 cents. Certain rules for computer use and behavior must be followed. These rules are posted in the library. Students not following these rules will lose computer use privileges.

Software use will be limited to those programs legally purchased and provided by the Lucas Local School District. Other computer software use is prohibited.

### **Accelerated Reader Tests**

The Accelerated Reader program is used in the Lucas Schools to encourage reading and aide the teachers in tracking and managing student book reports. Students may choose from over 1400 tests in the Middle School and around 800 tests at the High School Library. Middle School students are allowed to take High School tests with the permission from their teacher. Students, in cooperation with specific teachers and the librarian, may choose to write tests for additional books. Please ask the librarian for specific instructions for writing tests. Accelerated Reader points are set by the classroom teacher. Students are encouraged to ask the librarian for help if he/she has trouble understanding words or any part of the test. Once a test has been taken, it can never be taken again, so students are encouraged to read carefully and take notes before taking any test.

## **EXTRA-CURRICULAR ACTIVITIES**

### **Student Council**

Grade level representatives (elected by the students in each grade) are elected in the fall. Student council representatives are responsible for planning dances and other activities for the students.

### **Academic Challenge**

This club is for anyone interested in mind competitions in general academic areas. The team is selected through an audition process based on factual knowledge and quick recall ability. The team competes in the Mid-Ohio Educational Service Center Tournaments.

### **Destination Imagination Team**

The team is selected by teacher nomination, student interest, and with parent support.

### **Spelling Bee**

Students are required to pass a written test and then compete in an oral spelldown. Finalist move onto the Mid-Ohio Educational Service Center's county competition held in February of each year.

### **Student Of The Quarter**

The Student of the Quarter is an award designed to give recognition to students both in the area of academics as well as in extracurricular and community involvement. The Student of the Quarter selection process is as follows:

#### **Students will be nominated by teachers.**

A student may be elected only once per year. Students of the Quarter are eligible for selection as Student of the Year

This selection will follow the same format as Student of the Quarter. Winning students will receive an appropriate award commemorating their selection and will be invited to attend the annual Academic Awards Program.

## **ACTIVITY RULES**

Any class/club activity and all projects that involve selling **MUST** be approved by the principal.

No club or school group will be permitted to stay after school without their advisor being present.

Activities for the year must be on the school calendar by the assigned date determined by the principal.

A building use form must be secured from the elementary or high school principal for after school or weekend use of school facilities.

The advisor must sign all pay-in or payout orders.

Students staying after school for various activities must furnish their own transportation home.

Students not involved in an after school activity must be out of the building by 3:30 p.m. Any student accepting material to sell for various class/club projects will be held Financially responsible for every item taken

All posters and signs must be approved, prior to display, by the building administrator.

All promotional signs must be removed in a timely fashion by the organization responsible for the event.

## **INTERSCHOLASTIC ATHLETICS**

### **OHIO HIGH SCHOOL ATHLETIC ASSOCIATION ELIGIBILITY STANDARDS**

Web Site: [www.ohsaa.org](http://www.ohsaa.org)

Interscholastic athletic eligibility standards for junior high and high school students will be as follows:

Student eligibility will be determined according to the length of the grading period (nine weeks).

Middle school students must be passing 75% of the subjects, which meet five (5) days per week (or the equivalent) to be eligible for the next grading period (nine weeks).

Incoming seventh graders are all eligible for the fall sports season.

### **ATHLETIC EQUIPMENT - STUDENT RESPONSIBILITY**

All athletes will be responsible for the care of and return of any equipment issued in the student's name during a sport season. If a student fails to return all issued equipment at the conclusion of the sport season, he/she will not be allowed to practice or participate in any school-sponsored activity until the equipment is returned or paid for in full.

### **PARTICIPATION REQUIREMENTS**

No boy or girl may participate on an athletic team until he or she does the following:

Receive a physical exam

Secures adequate insurance to cover himself/herself in the event of injury

Has his/ her parent's consent to participate

Has signed the Lucas Athletic Training Policy (See Lucas Athletic Handbook)

OHSAA rules pamphlet

HIPPA form completed

Completes and hands in an Emergency Medical Form

In order to participate in an athletic event, a student must be in school one-half of the school day exclusive of the lunch period on the day of the event. If a student is absent in the morning, the student must arrive at school no later than 11:45 a.m.; if a student is absent in the afternoon, the student may not leave school prior to 12:15 p.m. Students who leave school during the school day due to illness may not participate in extra-curricular activities, including athletic events, that same evening.

### **LUCAS INTERSCHOLASTIC SPORTS**

For Middle School Girls: Cross Country, Volleyball, Basketball, Track, and Cheerleading

For Middle School Boys: Cross Country, Football, Basketball, Track

All sports team offerings will depend on an adequate number of students participating to form a team.

### **SPORTSMANSHIP**

Adult and student fans should familiarize themselves with the rules and objectives of the games they attend. If fans' behavior and attitude toward sportsmanship is good, it helps the team and builds school pride. Attacking players, coaches and officials reflects adversely on the Lucas Schools and on the sports teams. Sports officials can have fans removed from the premises and/or can call technical fouls on them. If any fan's behavior causes these official actions to be taken against him/her, the team could lose the game.

## **WHOM DO YOU ASK ABOUT...**

### **GETTING A MESSAGE TO A STUDENT**

Emergency calls only from a parent/guardian. Contact the middle school office.

**HOMEWORK ASSIGNMENTS** Many teachers update individual web pages on a weekly basis. The web page is a voluntary supplement for staff. Updates are sometimes not possible due to our website provider or problems internally with our computer system. If you experience difficulty using the system please call the Middle School office.

A Cub Planner is issued to all middle school students and is required to be updated daily by the student. Student progress toward goals can be viewed in the planner or online at [www.mydiscoverzone.com](http://www.mydiscoverzone.com), a companion web site to our Cub Planner.

### **INFORMATION ABOUT STUDENT PROGRESS**

Contact the individual teacher by phone or via e-mail. All e-mail addresses are available on the school web page at [www.lucascubs.org](http://www.lucascubs.org). Each parent and student is assigned a password to check progress on Progressbook, a computer passed grading system.

**STUDENT DISCIPLINE** Contact the principal. You may also wish to contact an individual teacher by leaving a message in the school office.

**FREE AND REDUCED LUNCH PROGRAM** Any student who received free or reduced price lunches last year can still receive them for the beginning of this year. New applications for this school year must be returned to the school by September 13.

### **STUDENTS' OVERALL PROGRESS IN SCHOOL**

Contact the guidance counselor.

**INDIVIDUAL CLASS PROGRESS AND CLASS ATTENDANCE** Check the student's Cub Planner. Leave a message for the teacher at the school office. For further help, contact the guidance counselor. If additional help is needed, contact the principal.

### **STANDARDIZED TESTING INFORMATION**

Contact the guidance counselor or principal.

### **STUDENT'S SCHEDULE**

Contact the guidance counselor.

### **TRANSCRIPTS AND SCHOOL RECORDS**

Contact the guidance counselor.

### **WITHDRAWING FROM SCHOOL**

Student must obtain a withdrawal form from the guidance counselor and notify the middle school principal.

### **TESTING FOR LEARNING DISABILITIES OR RELATED PROBLEMS**

Contact the principal.

### **ATHLETIC EVENTS AND TICKET SALES**

Contact the athletic director.

### **ATHLETIC PARTICIPATION**

Contact the athletic director.

### **SPECIAL HEALTH AND/OR MEDICAL NEEDS**

Contact the principal.

### **PERSONAL PROBLEMS**

Assistance with problems concerning grades, classroom difficulties, adjustment to school, personal situations, etc., can be obtained through the guidance office or the principal.