

**Pursuing Excellence: Every Child. Every Day.**

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**LUCAS HERITAGE  
MIDDLE SCHOOL**



**STUDENT HANDBOOK**

**2023-2024**

**Kari Case, Principal**

**Kristy Darling, Secretary**

**Taylor Iceman, Athletic Director**

80 LUCAS NORTH ROAD LUCAS, OHIO 44843

(419) 892-2338

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

84 LUCAS NORTH ROAD LUCAS, OHIO 44843

(419) 892-2338

Highlighted information indicates a change or update for the 2023-2024 school year.



## **From the Principal**

Welcome students and families of Lucas Middle School to the 2023-2024 school year. An excellent school is a place where students are challenged academically in a nurturing and supportive environment. The staff of Lucas Middle School is continually learning and growing through collaboration and engaging in professional development so that we have the necessary skills to empower and teach our students. We strive to create a community where “students and teachers are working together to prepare for life’s challenges.”

We have high expectations of our students and believe that school is a workplace for students. We want our students to be respectful of and cooperative with the staff and the student body. We want our students to represent Lucas Middle School, and the Lucas Local School District with pride. Finally, we want our students to learn skills needed for future success.

With this in mind, the pages of this handbook are filled with important information regarding directions, guidelines and information about our school. Keep in mind, information referencing a board policy is subject to change during the school year, therefore the current board policy at the time of an occurrence would be used.

Please review and reinforce the contents of this handbook and district guidelines in order to create a partnership with the school as we work together toward the goals of maintaining safe, responsible and appropriate learning behaviors in all of our students.

Yours in Partnership,

*Karief Case*

Mrs. Case  
Principal

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## CONTACT INFORMATION

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

|                 |       |                   |       |
|-----------------|-------|-------------------|-------|
| Attendance      | 21200 | Library           | 21220 |
| Athletic Office | 21301 | Nurse             | 21110 |
| Class Fees      | 21100 | Principal         | 21105 |
| Discipline      | 21105 | Transportation    | 21405 |
| Food Services   | 21108 | Special Education | 21009 |
| Guidance        | 21309 | State Testing     | 21105 |

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## **LUCAS LOCAL SCHOOL DISTRICT MISSION STATEMENT**

The mission of the Lucas Local School District is to provide  
high quality educational opportunities  
that promote academic preparedness and productive citizenship.

### **Vision Statement**

Pursuing Excellence: Every Child. Every Day.

## **HERITAGE MIDDLE SCHOOL MISSION STATEMENT**

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

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## **SCHEDULES**

### *Daily Schedule:*

- 8:15- Building opens for students. Breakfast\* begins being served .  
Middle School Students not eating breakfast -report to homeroom classroom upon arrival.
- 8:30- Breakfast stops being served.
- 8:37- School begins (Tardy bell)
- 11:45-12:15- Middle School Lunch Block
- 3:05- Begin Dismissal Procedures

### *Two Hour Delay Start Schedule:*

- 10:30- Middle School Doors Open for Students
- 10:37- School begins (Tardy bell)
- 11:15-11:45- M.S. Lunch\* & Lunch Break
- 3:05- Begin Dismissal Procedures

All students are to be picked up by 3:45.

Students staying after school for clubs or athletics are to report to their coach/advisor following dismissal.

\*The district is returning a charged breakfast and lunch.

(Free and Reduced Forms are mailed to families prior to the start of the school year and extra forms can be obtained from the cafeteria or school office.)

## ATTENDANCE

Student appointments excused by parent/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.

When a student is to be absent from school, the following procedures are to be followed:

- Parents/Guardians must call 419-892-2338 x21200 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 whose parents/guardians have not called or who cannot be reached by phone must bring a note signed by the parent/guardian/doctor indicating the date & reason for the absence within 24 hours or the absence will remain 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.

### **EXCUSED ABSENCE(S)** (*Board Policy JED*)

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work. Therefore, all students are urged to make doctor appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be medically excused include but are not limited to:

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. quarantine for contagious disease or
4. emergency or other set of circumstances in which the judge of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical appointments.

Reasons for which students may be non medically excused include but are not limited to:

1. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
2. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. observance of religious holidays consistent with a student's truly held religious belief;
4. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
5. college visitation;
6. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
7. absences due to a student being homeless or
8. temporary internet outage for individual students or households;
9. technical difficulties for individual students or households occurring at inopportune times such as during

- a teacher-led remote learning lesson;
- 10. absences due to COVID-19 reasons that are not considered medically excused until alternative arrangements can be made or
- 11. as determined by the Superintendent

The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's absence without legitimate excuse within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State Law.

Each student who is absent must immediately, upon return to school, make arrangements with his/her 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 who are absent due to an in-school or out-of school suspension are permitted to make up missed classroom assignments in accordance with District level policies and procedures. Students will be requested to bring a note to school after each absence explaining the reason for the absence or tardiness in accordance with procedures and timelines defined in District level policies and procedures.

**Truancy** (*Board Policy JEDA*)

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence.

When the Board determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the Board to require the parent to attend a specified educational program.

This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school.

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" or a "chronic" truant.

A "habitual" truant is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in a school year.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent or the Board, must send notice requiring the child's parent to attend a parental education program.

Regarding "habitual" truants, the Board must take as an intervention strategy any appropriate action contained in the Board policy. The Board directs the administration to develop intervention strategies that include all of the following actions if applicable:

1. providing a truancy intervention plan meeting State law requirements for any student who is

- excessively absent from school;
- 2. providing counseling for a habitual truant;
- 3. requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;
- 4. requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs,
- 5. notification to the Registrar of Motor Vehicles or
- 6. taking appropriate legal action.

The attendance officer provides notice to the parent of a student who is absent with or without a nonmedical excuse for 38 or more hours in one school month or 65 or more hours in a school year within seven days after the date of the absence triggering the notice. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

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.

Richland County Court of Common Pleas School Juvenile Court Attendance Truancy Process:

- I. WARNING LETTER - School to send warning letter after 12 hours of unexcused absences.
- II. ATTENDANCE/TRUANCY EDUCATION PROGRAM (TEP)- Parents will be sent a letter to attend the program after the student has 65 hours (or 30 consecutive, or 38 in a month)unexcused hours.
- III. OFFICIAL COMPLAINT (Informal Court Conference) - To be scheduled for any student whose parent does not attend the Truancy Education Program (TEP) and/or for any student who has attended the program in the past and has accumulated additional unexcused absences after 72 hours (or 30 consecutive or 42 hours in a month).
- IV. OFFICIAL HEARING - To be held against any student/parent who does not attend the Informal Court Conference and/or has failed to comply with the Informal Court Conference plan. Parents may also be held accountable through the Richland County juvenile Court for failure to send their student to school.

**Absence Intervention Plan** *(Board Policy JEDA)*

When a student’s absences surpass the threshold for a habitual truant, the principal or the Superintendent assigns the student to an absence intervention team within 10 days of the triggering event. The absence intervention team must be developed within seven school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the student’s school or District, a representative from the student’s school or District who knows the student and the student’s parent or their designee, and also may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences. During the seven days while developing the team, the Superintendent or principal makes at least three meaningful, good faith attempts to secure participation of the student’s parent/guardian. If the student’s parents are unresponsive, the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children’s services agency and instructs the absence team to develop the intervention plan without the parent.

Within 14 school days after a student is assigned to a team, the team develops a student specific intervention

plan to work to reduce or eliminate further absences. The plan includes, at minimum, a statement the District will file a complaint in juvenile court not later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student's parent with written notice of the plan within seven days of development. The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication.

The Board directs the Superintendent to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness.

If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student's parent to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

**Filing a Complaint with Juvenile Court** *(Board Policy JEDA)*

The attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

1. the student's absences have surpassed the threshold for a habitual truant;
2. the District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and
3. the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

If the 61st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

**UNEXCUSED ABSENCE** *(Board Policy JED)*

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, 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.

Students must be present for full school days to qualify for perfect attendance.



### **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's guardian must then sign out the student with the reason for leaving, time leaving and destination. No student will be permitted to leave the building during school hours without parent/guardian permission. Parents/guardians or parent-authorized adults must come into the office to pick up students and may be asked to provide identification. The student will then be called to the office for dismissal.

When a student arrives tardy to school or returns from an appointment during the same day, the student must sign in at the school office where students will receive a pass to class.

### **MAKE-UP WORK** *(Board Policy JED)*

Each student who is absent must immediately upon return to school make arrangements with his/her teacher(s) to make up worked 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 who are absent due to an in-school or out-of-school suspension are permitted to make up missed classroom assignments in accordance with District level policies and procedures. Students will be requested to bring a note to school after each absence explaining the reason for the absence or tardiness in accordance with procedures and timelines defined in District level policies and procedures.

### **MEDICAL STATUS** *(Board Policy JED)*

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.

### **TARDINESS**

A student is tardy to school if he/she is not in his/her homeroom class, when the tardy bell rings. The disciplinary consequences for tardiness are cumulative by quarter and outlined in the Discipline Code

Enforcement Structure. Unexcused tardies will count toward unexcused hours.

The Tardy Bell rings at 8:37am. A student shall be in class, as defined by the supervising adult, at the designated start time of 1st period and will not accumulate more than 3 tardy infractions in a given grading period.

1st Offense (4th-7th tardy): After School Detention for each instance of tardiness

2nd Offense (8th-9th tardy): Wednesday School Detention for each instance of tardiness

3rd Offense: (10th tardy and beyond): ALC Placement for each instance of tardiness

**VACATION POLICY (PLANNED ABSENCE)** *(Board Policy JED; JED-F)*

The Board does not believe that students should be excused from school for vacations or other non emergency trips. 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 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.

Planned Absence Forms can be requested through the school office.

Days missed for a vacation/planned absence will be counted toward the student's cumulative days leading up to medical status.

**STUDENT DISCIPLINE**

**STUDENT CODE OF RIGHTS & RESPONSIBILITIES**

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, Middle School Principal, High School Principal, an administrative assistant or the Treasurer. Each student receives his/her legal & procedural rights with regard to suspension, expulsion and removal within this handbook.

**PHYSICAL RESTRAINT** *(Board Policy JP)*

Physical restraint may not be used as a form of punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control. The use of prone restraint is prohibited. This policy does not prohibit the use of reasonable force and restraint as provided by RC 3319.41.

Restraint may be used only:

1. if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
2. if the physical restraint does not interfere with the student's ability to breathe;
3. if the physical restraint does not interfere with the student's ability to communicate in the student's primary language or mode of communication and 4. by school personnel trained in safe restraint techniques, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

**STUDENT CODE OF CONDUCT**

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.

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.

- A. 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.
- B. Suspension: The District permits students to complete any classroom assignments missed due to suspension. Students will receive at least partial credit upon completion of any assignment missed due to suspension. The Board directs the Superintendent to develop written procedures for completing and grading these assignments. Grade reductions are permitted, but students will not receive a failing grade on a completed assignment solely due to the student's suspension.

The guidelines listed below are followed for all out-of-school suspensions.:

- 1. The student is informed in writing of the potential/intent to suspend and the reasons for the proposed action.
  - 2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
  - 3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.
  - 4. Within one school day, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.
  - 5. Notice of this suspension is sent to the:
    - a. Superintendent and
    - b. student's school record (not for inclusion in the permanent record).
  - 6. Permanent Exclusion - If the offense is one for which the District may seek permanent exclusion, the notice contains that information.
- C. 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.

#### D. Emergency 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 extracurricular 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 extracurricular 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 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 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 extracurricular 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.

### **ZERO TOLERANCE (Board Policy JFC)**

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior by its students.

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the Student Code of Conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process.

### **ENFORCEMENT STRUCTURE**

(JFC-R) For students in grades K-7 violations will result in various disciplinary measures that are age appropriate. These may include but are not limited to detention, suspension, expulsion, referral to social/behavioral agencies, referral to law enforcement, parental involvement, etc. The building administrator will determine the appropriate action on a case-by-case basis.

### **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 any 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. 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, 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 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 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.

#### **HAZING AND BULLYING**

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. Throughout this policy the term bullying is used in place of harassment, intimidation and bullying. Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also 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 a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

### **Types of Bullying**

Physical Bullying The repeated use of force toward a person's body or personal belongings. Examples include, but are not limited to, hitting, punching, shoving, kicking, tripping, spitting, elbowing, shoulder checking, pinching, flicking, throwing objects, hair pulling, restraining, inappropriate touching, and damaging physical property.

Verbal Bullying: Repeatedly using negative and/or damaging words (including both spoken and written) toward or in regard to another person. Examples include, but are not limited to, negative comments, name calling, lies, rumors, racial slurs, teasing, cussing, threats, fake compliments and sexual orientation attacks.

Cyberbullying: Repeatedly using social media, email or electronic devices in a negative manner toward or in regard to another person. Examples include, but are not limited to, posting negative comments, fake profiles, sexting, making fun of photos, tagging photos, Twitter fights, posting negative videos, texting photos, negative status posts, hate blogs, hate pledges, texting rumors, hacking profiles, nasty emails and sending mean forwards.

### **Complaint Process**

Formal Complaints: Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including the person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

Informal Complaints: Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

Anonymous Complaints: Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken

to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

False Complaints: Students are prohibited from deliberately making false complaints of harassment, intimidation or bullying. Students found responsible for deliberately making false reports of harassment, intimidation or bullying may be subject to a full range of disciplinary consequences.

#### **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 includes the 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.

### **PART II; GENERAL INFRACTIONS**

**Minor Misconduct Code-** There are certain types of conduct which are not acceptable but may not result in suspension, expulsion or removal. The student must be familiar with these and expect punishment if violations occur. The following criteria are to be considered practical options when dealing with student misbehavior and should be looked at as a guide to correct behavior. Student behavior that is severe or misbehavior that continues will result in stricter disciplinary measures being taken. Examples of possible penalties include: Lunch Detention, B. After School Detention C. Wednesday School (2-Hour Detention), Alternative Learning Center, Out-Of-School Suspension, Emergency Removal, Expulsion From School, Alternative School

#### **Rule #1 - 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 be called 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.

**Cheating** is when one uses and takes credit for the work of another person, whether the material be directly copied or an altered state. 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 (including any work from the internet), unauthorized collaboration with another student (including the sharing of Google Docs or other electronic communication tools); allowing work to be copied by another student.

**1st Offense:** An "F" Will be given for work involved. Lunch Detention will be assigned.

**2nd Offense:** An "F" grade will be given for the immediate grading period.

**3rd Offense:** Removal from Class and an "F" grade will be recorded on the student's record.

**Rule #2 - Failure to Follow Reasonable Request:** A student shall not fail to comply with all reasonable directions of school employees.

**1st Offense:** Lunch Detention

**2nd Offense:** After School Detention



**3rd Offense:** Wednesday School

**Rule #3 - Littering/Vandalism** – Disposing of waste materials of any nature in inappropriate receptacles is prohibited by students.

Lunch Detention; clean up areas assigned

(The severity of vandalism will impact further disciplinary action.)

**Rule #4 - Food/Beverage**– No food, candy or beverages, other than water, will be consumed in class, study hall or the hallways without permission of the supervising adult. (District Wellness Policy)

**1st Offense:** Lunch Detention

**2nd Offense:** After School Detention

**3rd Offense:** Wednesday School

**Rule #5 - 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. Students will walk only.

**1st Offense:** Lunch Detention

**2nd Offense:** Lunch Detention

**3rd Offense:** After School Detention

**Rule #6 - Throwing of Objects:** Students will not throw any objects, including snowballs on school property.

**1st Offense:** Lunch Detention

**2nd Offense:** After School Detention

**3rd Offense:** Wednesday School

**Rule #7 - Inappropriate Contact**– Public displays of affection will be considered out of place in the school setting. Repeated refusal to comply will be considered an act of insubordination.

**1st Offense:** Lunch Detention

**2nd Offense:** After School Detention

**3rd Offense:** Wednesday School

**Rule #8 - Halls During Classes** – Students will not be in the halls during classes unless they have permission from a member of the faculty, the secretary or a teacher’s aide.

**1st Offense:** Lunch Detention

**2nd Offense:** After School Detention

**3rd Offense:** Wednesday School

**Rule #9 - Personal Property**– A student may not go into another student’s locker/desk nor may he/she change lockers/desks without permission from the teacher or office. Students will not use markers, paint, etc. on their lockers/desks.

**1st Offense:** Lunch Detention

**2nd Offense:** After School Detention

**3rd Offense:** Wednesday School

**Rule #10 - Electronic Devices** –All electronic devices are to be off and secured in the student’s locker/book bag during the school day. A student shall not use, or turn on, electronic devices from the time he/she arrives on campus until 3:30 pm on school days, unless permission has been granted by the classroom teacher or principal. All electronic devices with audio/video recording capabilities are strictly prohibited from any restroom or locker room facility, regardless of the time of day. Confiscated items may be searched if reasonable suspicion exists for a search. Use of the electronic devices for cheating, showing obscene pictures, or for any other use deemed inappropriate by the Principal will result in at least a five day suspension and referral to law enforcement. The student will not be permitted to have the device on school property. The District assumes no liability if these devices are broken, lost or stolen.

Electronic devices,  
including cell phones,  
are to be turned off  
and put away from  
arrival to school until  
dismissal

**1st Offense:** Official Warning. Student's device will be held in the office until the day's end.

**2nd Offense:** Lunch Detention, Student's device will be held in the office until the day's end.

**3rd Offense:** After School Detention, Student's device will be held in the office until the day's end.

**Rule #11 - Restricted Areas** – Students must remain in student-designated areas. Staff lounges, workrooms and restrooms are off limits to students. Use of vending machines and phones in these areas is also not permitted. Refusal to comply will result in confiscation of pop and/or other measures.

**1st Offense:** Lunch Detention

**2nd Offense:** After School Detention

**3rd Offense:** Wednesday School

**Rule#12 - 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.

**1st Offense:** After School Detention

**2nd Offense:** 2 After School Detentions or Wednesday School

**3rd Offense:** ALC

**Rule #13- Profanity-** Students shall not use profanity, obscene language or gestures, verbal, written or any other form.

(Toward Peer)

(Toward Staff)

**1st Offense:** After School Detention **1st Offense:** ALC

**2nd Offense:** Wednesday School

**2nd Offense:** 2-3 Days ALC or OSS

**3rd Offense:** ALC

**3rd Offense:** OSS, possible referral for expulsion

**Rule #14- Disruption of School or of the Academic Process-** A student shall not cause the disruption or the obstruction of the learning process.

(Without Removal from Class)

(With Removal from Class)

**1st Offense:** Wednesday School

**1st Offense:** Immediate Placement in ALC

**2nd Offense:** ALC

**2nd Offense:** 1-3 Days in ALC

**3rd Offense:** OSS

**3rd Offense:** OSS

**Rule #15- Insubordination-** A student shall not fail to comply with all directions of a school employee at any time when a student is under the authority of school personnel.

**1st Offense:** 1-3 days ALC

**2nd Offense:** 3-5 days ALC

**3rd Offense:** 1-3 days OSS

**Rule #16- Forgery-** A student shall not falsify documents or documentation,

**1st Offense:** Wednesday School

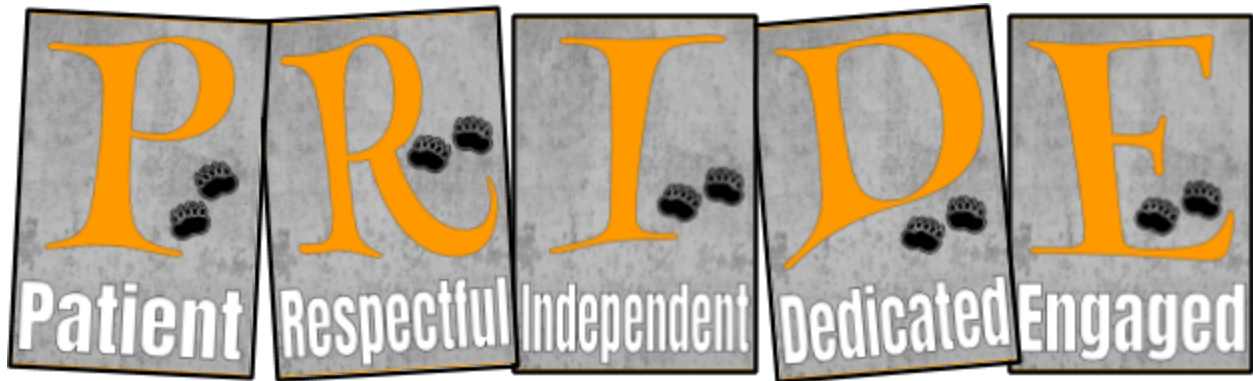
**2nd Offense:** ALC

**3rd Offense:** OSS

*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, suspensions, or expulsion as each individual situation merits. This is in addition to all listed items.*

## POSITIVE BEHAVIOR INTERVENTION SUPPORT

### Cub P.R.I.D.E



Lucas Elementary and Middle Schools are implementing PBIS on a school-wide basis for the purpose of improving academic and social outcomes and increasing learning for all students.

PBIS focuses on creating and sustaining school-wide, classroom, and individual systems of support that improve the educational environment for all children. With a goal of teaching behavioral expectations and recognizing positive behaviors shown by students, we hope to reduce school and classroom behavior disruptions and educate all students about acceptable school behaviors.

It is the goal of Lucas Schools to have all staff members serve as positive role models to students as they teach expected school behaviors. We will also be working to recognize and reward expected behaviors among students. By improving the school environment, it is our hope we will increase learning time and promote academic and social success for every student.

- Every student will be taught our expectations in multiple settings throughout our school
- We, as a staff, will continually self-evaluate our culture and seek behavior support to effectively meet the social and emotional needs of all students.
- Staff and students will work together to create an environment that encourages the expected behaviors of showing Patience, Respect, Independence, Dedication, and Engagement.
- PBIS reminds us that growth must occur for all students even in situations of misbehavior.
- Research has shown that PBIS not only improves a school culture, but will also improve academic performance.

Our expectations will provide a school environment where more time is spent instructing and less time spent disciplining. Steps will be taken to work with student to change behavior that does not meet expectations. One step could include the completion of a “PAWS” and Reflect Form where the student will

“PAWS” and Reflect Form  
A student will be asked to reflect on their behavior and consider alternative solutions that meet school expectations.

be asked to reflect on their behavior and consider alternative solutions that meet school expectations. Parents will be provided a copy of this form through a school messaging platform.

In the event that a student has a discipline concern that could not be resolved through multiple redirection attempts, an Office Discipline Referral Form will be completed. A copy of this form will be sent home with your child or through a school messaging platform. Please discuss behavior concerns with your child, sign, and return the form to school. We will have consistent consequences and positive reinforcement for all kids.

### **Parents/Guardian Role in PBIS:**

By working together, parents and our school staff can reinforce the necessary skills for productive citizenship. Home and school communication is a must when it comes to providing a consistent environment with high, but reasonable, expectations. Your help with PBIS is very important and your support sends an important message to your child that we are working together as a team to help him/her

be successful in school. We ask that you support the school's expectations in the following ways:

1. Spend time reviewing the behavior expectations with your student.
2. Remind your student of the expectations each day before he/she leaves for school.

### **Office Discipline Referral Outline**

The Office Discipline Referrals will be handled by the principal as outlined under the General Infraction section of the student handbook.

### **Detentions, Wednesday School, Suspension, Alternative Learning Center**

These programs are offered as discipline alternatives. Detention is either an hour study session at the elementary or an hour session at the high school on Tuesday or Thursday. All detentions are under the supervision of a staff member. Wednesday School is a two hour after school study session held at the high school. In-school suspension or Alternative Learning Center may be used as an alternative to out-of-school suspension. School officials may withhold this option for actions involving violence or other illegal actions by a student.

### **Student Dress Code (Board Policy JFC)**

School dress should enhance a positive image of the students and the District and not threaten the health, welfare, and safety of the members of the student body. Any form of dress or grooming which attracts undue attention, prompting a disruption of the learning environment or violates the previous statement, is unacceptable.

Dress code requirements include the following:

1. Dress and grooming standards require cleanliness in the interest of health, sanitary conditions, and safety requirements.
2. When a student is participating in school activities including athletics, his/her dress and grooming must not disrupt his/her performance or that of other students or constitute a health threat to himself/herself or other students. Apparel worn during interscholastic athletics or extracurricular activities that is related to the practice of a sincerely held religious belief is acceptable unless the apparel presents a legitimate danger to participants. If such danger is identified, all reasonable accommodations are offered to the participant wearing religious apparel.
3. Dress and grooming are not to disrupt the teaching-learning process.

## Middle School Building Dress Code Requirements

Dress code requirements include the following:

1. 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.
2. 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).
3. Chains and/or spikes are not permitted to be worn in any manner.
4. 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, expose any amount of cleavage, or expose one's midriff are prohibited. All shirts must extend to the end of the shoulder and fit closely under the arms.
5. Clothing shall not expose more than 6.5 inches of skin above the knee. Cuts, tears or rips may not be within 6.5 inches above the knee. Clothing worn with leggings, tights and the like may not be shorter than 6.5 inches above the knee.
6. Pants, shorts, skirts, sweats, lounge pants, etc with writing or excessive decorations on the buttocks is prohibited. All pants, shorts, skirts, etc. must be worn at the hip; waistbands worn below the hip are prohibited.
7. Pajama pants, and the like, may not be worn, unless in participation of a spirit-day event.
8. Footwear must be worn at all times and must not pose a safety hazard. Slippers of any type are prohibited.
9. 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 locker for the remainder of the school day.
10. Students are not permitted to wear coats in the classroom. Students are expected to secure their coats and outside jackets in their locker when not taking part in an outside activity.
11. Dress deemed appropriate for one gender may not be appropriate for the other.
12. 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.

### **UNSAFE SCHOOLS (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

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## ACADEMIC POLICIES

Written reports are provided to parents/guardians, four times per year. Progress reports are sent to parents at the completion of each grading period. Supplementary reports are also required for students in danger of failing. Direct notification of parents by telephone is encouraged. Conferences with parents are used as a part of the reporting system.

### GRADE SCALE GRADES 4-7 (*Board Policy IKA*)

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

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

\*An incomplete will become an "F" 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

### PROGRESS REPORTS (*Board Policy IKAB*)

The Board believes that it is essential for parents to be kept fully informed of their children's progress in school. The type of progress reports sent to parents are devised by the professional staff in cooperation with parents. Written reports are provided to parents of children in grades K through 12, four times per year. Progress reports are sent to parents at the completion of each grading period. Supplementary reports are also required for students in danger of failing. Direct notification of parents by telephone is encouraged. Conferences with parents are used as an integral part of the reporting system.

### INTERIM REPORTS (*Board Policy IKAB-R*)

Teachers will issue interim reports mid-way through each grading period to keep parents aware of their child's progress. The purpose of the interim report or conference is to provide the child an opportunity to improve before a final period grade is given. Interim reports may also be used to inform the parents of exceptional progress or positive change in achievement.

### ACADEMIC AWARDS (\*Using Core Subject: Rdg, L.A., Math, Sci, S.S.)

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

## **COURSE CHANGES**

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 requesting a schedule change for any reason after 10 days of the school year (or start of a semester class) will be withdrawn failing (WF) from the course upon approval of the Principal.

## **RETENTION** *(Board Policy IKE)*

The promotion of each student is determined individually. The decision to promote a student or retain a student is made on the basis of the following factors. The teacher takes into consideration: reading skill, mental ability, age, physical maturity, emotional and social development, social issues, home conditions and grade average.

## **STATE TESTING**

Statewide assessments and diagnostics will follow scheduled windows and guidelines set forth by the Ohio Department of Education. Lucas Local Schools follow all state required mandates for test security. Teachers are encouraged to use criterion-referenced or teacher-constructed tests as needed to aid in diagnostic- prescriptive teaching within the classroom.

Parents may request information regarding any State or District Policy regarding student participation in any assessment mandated. For further information regarding testing contact the principal or guidance counselor. Students are tested in the following:

### **Fall Testing Windows for Lucas Local School District:**

- Grade 3 English language Arts: October 23-27, 2024

### **Spring Testing Windows for Lucas Local School District:**

- Grades 3-8 and HS End of Course Exams- English Language Arts - April 9-26, 2024
- Grades 3-8 and HS End of Course Exams Mathematics - April 22-May 10, 2024
- Grades 5, 8 and HS End of Course Exams- Science - April 22-May 10, 2024
- HS End of Course Exams-Social Studies - April 22-May 10, 2024

Specific testing dates are posted on the school web-page during the fall of the school year and are subject to change as the year progresses.

## **TEST SECURITY**

Standardized Test Security - Per instructions from the Ohio Department of Education, all required testing information kept in a secure location. Lucas School Board Policy IL-R includes the test security requirements.

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## **EXTRA-CURRICULAR ACTIVITIES**

### **ACADEMIC CHALLENGE**

Academic Challenge focuses on academic achievement and displays of excellence in various academic categories. This program is offered to encourage high-achieving students in building academic teams and further expand their knowledge through friendly competitions and quiz games.

Students who become a part of the program commit to attending regular team practices resulting in ineligibility to participate in tournaments.

### **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.

### **SPELLING BEE**

Students are required to pass a written test and then compete in an oral spelldown in the School Spelling Bee. Finalists move onto the Mid-Ohio Educational Service Center's county competition held in the winter 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 the Student of the Year.

### **STUDENT OF THE YEAR**

This selection will follow the same format as Student of the Quarter. Selected students will receive an appropriate award commemorating their selection.

### **ALL 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 requisitions and invoices related to purchases.
  - 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.
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## **INTERSCHOLASTIC ATHLETICS**

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

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

All team offerings are dependent on the number of participating students. Middle School students may participate in Cheerleading (football and basketball), Football, Volleyball, Basketball (boys and girls), Track and Field and Cross Country.

### **SPORTSMANSHIP & FAN BEHAVIOR GUIDELINES**

Spectators are to demonstrate positive enthusiasm without causing harm, danger or embarrassment to the team, school or others in attendance by demonstrating 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 events. Failure to follow posted guidelines or noncompliance with the directions of game/ school officials will be cause for ejection.

## **GENERAL PROCEDURES AND INFORMATION**

### **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.

### **BUS TRANSPORTATION AND CONDUCT**

Cooperation is essential for the safety of all students who are transported by school bus. Parents, students, and school personnel must work together to ensure that students understand and follow all rules of behavior and listen to the direction of the driver.

Students who cannot abide by the rules will receive disciplinary action and could have their bus privileges removed. A detailed outline of transportation guidelines is provided to each student at the beginning of the school year. When it is necessary for a child to ride a bus other than his assigned bus, please send a dated note with the child in the morning. The information in the note will be presented to the bus driver confirming permission and advising the driver of the student's destination. Thus, full names and addresses are appreciated in the notes.

Students have duties and obligations which contribute to their safe orderly bus riding, and therefore are responsible for complying with the following rules:

1. Load and unload at your designated bus stop in a safe and orderly manner.
2. Ride in regular or assigned seats, if given by the bus driver.
3. Students must remain on the bus once they have boarded.
4. Students are to stay in their seats throughout the duration of the bus route.

5. To avoid unnecessary distractions, keep noise levels to a minimum set by the driver.
6. Keep hands, feet, head and objects inside the bus window at all times.
7. Do not be disruptive. Vandalism to the bus will result in immediate removal and payment of damages.
8. Do not possess, use, transmit, conceal, or consume substances containing tobacco, alcohol, illegal drugs, or a look-alike substance, a weapon or a look- alike weapon.

Transportation Conduct Infractions will follow the Office Discipline Referral Outline they also include, but are not limited to:

First Conduct Report: Bus Conduct Report mailed to parents/guardians, and filed in the school and transportation offices.

Second Conduct Report: Bus Conduct Report mailed to parents/guardians, and filed in the school and transportation offices.

Third Conduct Report: Bus Conduct Report mailed to parents/guardians, and filed in the school and transportation offices. Possible suspension from all transportation for a minimum of three days.

Fourth Conduct Report: Bus Conduct Report mailed to parents/guardians, and filed in the school and transportation offices. Possible suspension from all transportation for a minimum of five days.

Fifth Conduct Report: Bus Conduct Report mailed to parents/guardians, and filed in the school and transportation offices. Possible suspension from all transportation for a minimum of ten days.

Misconduct of a serious nature may result in a minimum of three days suspension of transportation: examples include, but are not limited to: Insubordination to bus drivers or other staff members, swearing, inappropriate gestures, fighting, destruction of property.

Guest bus riders are not permitted.

### **CAFETERIA PROCEDURES- For Breakfast and Lunch**

For the health and safety of our students and staff, visitors will be limited within the building. We are operating a closed lunch period which means there are no visitors at this time.

The Lucas Schools are operating close lunch periods which means there are no visitors during student lunches.

1. Guidelines will be reviewed in the classroom and cafeteria at the beginning of the school year and posted in several places in the cafeteria.
2. Staff on duty during lunch periods are present for behavioral and safety monitoring of students.
3. Milk, and juice, are available to the students in the line during lunch. Other snack items are available for purchase by students in grades 4-12
4. A microwave will not be available for use during lunch periods.
5. At the beginning of the day students may turn in any amount of money to be added to their lunch account. Parents may drop off money to be placed on a student's account. Accounts can be accessed online for monitoring and payments through the link provided on the school website.
6. The Lucas cafeteria will no longer allow students to charge their lunch after an accumulation of 53 lunch charges. Any student K-12 that does not have sufficient funds will be given a cheese sandwich, a serving of fruit and a milk for lunch. Any child with a negative account will not be allowed to purchase extra items from the main or ala carte line.
7. Students with an outstanding cafeteria balance equivalent to more than 3 lunch charges may be denied participation in field trips and extracurricular activities as defined under the School Fees section in this handbook.

Students with an outstanding cafeteria balance equivalent to more than 3 lunch charges may be denied participation in field trips and extracurricular activities

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 the district web site.

### **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.

### **CLOSINGS AND DELAY**

During severe winter weather conditions, it is sometimes necessary to close or delay the schools on short notice. The guiding factor in such a decision is the safety of the pupils. When schools are closed or delayed on short notice, it is usually for one of the following reasons:

- A sudden overnight snowfall that ties up traffic and makes it difficult for buses to cover their routes.
- Freezing rain that makes it hazardous for buses to run.
- Extremely low morning temperatures which make it a health hazard for the children to wait at the bus stop.
- A breakdown in the heating system or water supply.

When any of the above conditions prevail, the decision to delay opening or to close the school is made as early as possible. The closing will be reported through the school's All Call System as well as to local radio stations WMAN, WVNO, and WNCO.

### **ACCEPTABLE COMPUTER USE AND PURPOSE** *(Board Policy EDE & EDE-E)*

In order for the Lucas Local School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. The district cannot provide access to a student who does not have a Computer Network/ Internet Acceptable Use Policy & Agreement form on file.

The district Internet Acceptable Use Policy\* can be found online at the school website. \*Handbook Appendix A. A copy of the policy is also available in any of the school offices.

### **COMPUTER ACCOUNTS**

Student G-Mail and Google Drive Accounts are not public domains and are monitored by the school district. They are to only be used for school purposes, and are limited to interaction within the school district. The main purpose of Google Suite and other district provided accounts is for collaborating on projects and school assignments only. Students are not to be using these tools for personal social interactions with peers. The tools are specifically for homework assignments, classroom projects, etc. Students are reminded that these tools are not to be used for personal, social peer interactions.

### **DANCES: DRESS/BEHAVIORS**

Dances for the Middle School are sponsored by the student council. School dress code, rules, policies and expectations regarding student conduct will be enforced. M.S. dances are not open to guests from other schools.

## **ELECTRONIC AND WIRELESS DEVICES**

Electronic devices must be kept out of sight and silent from the arrival to school through dismissal unless previous permission is obtained for classroom activity, this includes during lunch period and designated break times. Confiscated items may be searched if a reasonable suspicion exists for such search. Neither phones or cameras are allowed to be on in locker rooms or restrooms at any time.

Electronic devices,  
including cell phones,  
are to be turned off  
and put away from  
arrival to school until  
dismissal

The district assumes no liability for lost, stolen or damaged devices. Parents/guardians are advised that the best way to contact your student during school hours is by calling the office.

## **EMERGENCY DISMISSAL**

At the start of each school year parents/guardians are to complete an Emergency/Early Dismissal form for their child. This information is shared with each classroom teacher and will be followed unless the school is contacted with a change.

In case conditions necessitate an early dismissal, a child should know what neighbor or friend will assume responsibility when parents are not home. Please confirm that your child knows what to do in your absence. as children often become very upset when they are uncertain about after-school arrangements.

## **ENRICHMENT/GIFTED**

Lucas Local School District has adopted Ohio's Operating Standards for Identifying and Serving Students Who are Gifted, which standardizes identification procedures throughout the state and will identify students with advanced learning needs in the areas of:

- Superior Cognitive Ability
- Specific Academic Ability
- Creative Thinking Ability
- Visual or Performing Arts.

Students are screened during the K-2 and 3-6 Grade Bands. You will be notified by the school if your child qualifies for Gifted Services through screeners. If you have questions or concerns about the Gifted Program or services, contact the building principal.

## **FIELD TRIPS** *(from Board Policy IICA)*

All field trips sponsored by the schools are educational in nature and are directly related to the subject matter and the course objectives of instruction at the particular grade level. Field trips are lessons and are to be planned as such, with objectives determined in advance.

All students must travel to and from a field trip on school transportation. If a parent would like to take their child home after the trip, this request **MUST** be in writing and arrangements agreed upon prior to the day of the trip.

## **FIELD TRIP CHAPERONES**

All parent/guardian chaperones will be required to have a Volunteer Application on file for the present school year.

While it is not always necessary, some field tripe events require the presence of chaperones. A chaperone is

charged to assist the teacher and staff in the care of students from the time they board a bus at the school until they return to school. Chaperones for field trips are expected to comply with the following guidelines:

- Chaperones are chosen by the teacher and only those persons may accompany a class on a trip.
- Chaperones may bring no other children/guests on the trip.
- If necessary, chaperones may have to provide their own transportation.
- Chaperones are responsible for their own admission, fees, and lunch unless otherwise notified.
- Chaperones must dress appropriately for the occasion.
- There is to be no smoking, drugs, or drinking of alcoholic beverages at any time before, during, or on route during field trips.
- Chaperones are to follow the directives of the teacher(s).
- Chaperones are responsible for assigned children and treat all children with fairness and respect.
- Chaperones are to set a good example with language, profanity is prohibited.
- Discipline is not the chaperone's responsibility. Any discipline concerns should be directed to the teacher.
- Chaperones are not to take pictures of students and post them to social media sites.

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

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

### **HOMEWORK**

Please refer to your student's classroom teacher's policy, as each teacher handles homework communication in a different manner. Students are not to call home for homework without written permission from the teacher.

### **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 materials for student and teacher use. The library is open from 8:30 - 3:30.

Using the Library: Specific guidelines and rules for using the library are posted in the library and on the library web-page.

Library Material Checkout Overdue Materials or 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. Damaged or lost books must be paid for by the student to whom the book was checked out.

### **LICE**

Children identified with head lice infestation (pediculosis) will be sent home with the parent. Children with working parents or those children who cannot be sent home will remain in school with restrictions on activities that require close personal contact. The child may return to school the morning after treatment. At that time, the child must be free of lice and BE FREE OF NITS. The child's head will be checked the morning he/she returns to school. If nits are found, the parent will be notified and expected to take the child home immediately.

### **LOCKERS**

All lockers are the property of the Lucas Board of Education.

- All student locks are provided by the school district.
- Lockers are to be kept locked.

Lucas Local Schools  
has a Nit-Free Policy.

- Clean the 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.

### **LOST AND FOUND**

Articles that have been found on the premises will be kept in a lost and found area in the building. Parents can help to reduce the number of lost articles by marking lunch boxes and clothing with their child's name. Parents and students are encouraged to check the lost and found from time to time. At the end of the school year, articles left in the lost and found will be donated to a charitable organization or discarded.

### **MEDICATION**

Medication should be administered by parents before or after school whenever possible.

If it is necessary for a student to receive medication during school hours, **MEDICATION MUST BE BROUGHT TO and FROM SCHOOL BY A PARENT.** This is important protection for all of our students, since items brought to and from school by students could become lost and might be found by other students. Some children are highly allergic to medication—even to aspirin. A lost pill could become dangerous!

A Lucas Medication Administration Form must be completed by a physician and on file for all medications taken at school, including cough drops.

No prescription drugs, nonprescription drugs or medication will be administered to any student unless:

- a parent or guardian submits a written request that they be administered and
- the Physician's Statement Concerning Drugs to be Administered to a Student by School Personnel (available in the Elementary office) is filled out completely, signed, and filed with the building principal prior to the time the drugs are to be first administered. Additional forms are available upon request. No drugs shall be administered by means of injection by an employee of the school district except a school or delegated nurse.

A child may carry an inhaler with him/her if the "self-medication" for asthma inhalers" form is completed and on file.

### **NURSE AND MEDICAL CARE**

The district has a full time school nurse on staff. Additionally, first aid may be administered by school personnel when needed. Parents are notified if follow-up care is indicated either at home or by a private physician. Most of the time a bandage or a short rest in the clinic enables the child to return to his/her classroom.

Lucas Local Schools will follow CDC, state and local guidelines regarding COVID-19 and other communicable diseases and will update staff, parents and students accordingly. Students with flu-like symptoms (as per CDC),

or temperatures of 100°F or higher, must stay home until fever/symptom free for 24 hours (without use of any medications to control fever).

### **PARENT CONFERENCES**

Parent- teacher conferences are held twice during the school year, during the second and third grading periods.

Student progress and accomplishments are shared as well as problems and concerns. Your child may be invited by the classroom teacher to attend the conference. In addition to the regularly scheduled conferences, conferences, including Intervention Assistance team meetings (IAT), may be requested by parents or teachers at other times throughout the school year.

### **PERSONAL PROBLEMS**

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

### **PHOTOGRAPHING OR VIDEOTAPING OF STUDENTS**

Parents/guardians and students alike must be aware that while a student at Lucas Heritage Middle School, 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), 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 and 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.

### **PHYSICAL EDUCATION**

Students will be permitted two "no participation days" for the duration of the school year. Doctor notes will be accepted and students will be allowed to miss two physical education classes without having any make-up work. Anything beyond the two days, an age appropriate assignment will be given.

Students who are are excused from Physical Education will also be excused from recess.

Students who are excused from physical education class will also be excused from recess. Students will be assessed according to the state standards for physical education, which can be found on the ODE website along with additional information.

Physical Education State Standards:

Standard 1: Demonstrates competency in motor skills and movement patterns needed to perform a variety of physical activities.

Standard 2: Demonstrates understanding of movement concepts, principles, strategies and tactics as they apply to the learning and performance of physical activities.

Standard 3: Participates regularly in physical education activity.

Standard 4: Achieves and maintains a health-enhancing level of physical fitness.

Standard 5: Exhibits responsible personal behavior and social behavior that respects self and others in physical activity settings.

Standard 6: Values physical activity for health, enjoyment, challenge, self- expression and/or social

interaction.

### **PROGRESS MONITORING**

Contact the individual teacher by phone or via e-mail. All email addresses are available through the district web page at [www.lucascubs.org](http://www.lucascubs.org). Each parent and student is assigned a password at the beginning of each school year to check progress on Gradebook, a computer grading system. Contact the district Technology Coordinator if issues arise with Gradebook.

### **RECESS/LUNCH BREAK GUIDELINES**

Whether recess is spent in a classroom, outside, or in another location within the school building, all school rules still exist. Specific guidelines for recess include, but are not limited to:

- Respect all students and adults
- Keep hands & feet to yourself
- If recess is inside, travel in a proper manner, no running
- Listen for directions
- Use appropriate voice levels whether indoors or outside of the building.
- Travel the hallways in a quiet manner
- No throwing of objects other than outdoor balls.
- Follow additional rules set by the staff member(s) on duty.

### **RECESS/LUNCH BREAK- Outside**

All students are expected to participate in outdoor recess and are generally not allowed to enter the building during recess. Students need to come prepared for recess to be outside during seasonal temperature changes. Recess is outside at 20F windchill and above. If it is necessary for your student to remain indoors due to a medical condition, please provide a statement from your physician excusing him or her from outdoor recess, indicating the reason and duration of the excuse

### **SAFETY DRILLS/ SCHOOL SAFETY**

Lucas Elementary School 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, Lucas Elementary School 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.

UNLESS OTHERWISE AUTHORIZED BY LAW, PURSUANT TO OHIO REVISED CODE SECTION 2923.122, NO PERSON SHALL KNOWINGLY POSSESS, HAVE UNDER THE PERSON'S CONTROL, CONVEY, OR ATTEMPT TO CONVEY A DEADLY WEAPON OR DANGEROUS ORDNANCE INTO A SCHOOL SAFETY ZONE.

### **SCHOOL PICTURES**

Individual student pictures will be taken this year. Picture information will be distributed to the students a few days prior to picture day. These pictures will be taken in the fall and notice of the delivery date will be published. The fall pictures are used for the yearbook. The purchase of school pictures is not required and is provided as a service.



## **SCHOOL PSYCHOLOGICAL SERVICES**

Psychological services are provided to the Lucas Local Schools through the Mid-Ohio Educational Service Center. The psychologist works with individual students on a referral basis. The referrals primarily are made by teachers of students experiencing learning and/or adjustment difficulties within the school setting. However, parents may also submit written referrals through the building principal. The results of the psychologist's evaluation are shared with the student's parents and teachers.

## **SPECIAL EDUCATION RESOURCE ROOM**

The Special Education Resource Room Program is designed to help students with certain defined learning problems. Students go to the resource room on an as-needed basis to receive specialized assistance from the intervention specialist or the intervention specialist may assist the student within the classroom. The schedule for each child is tailored to his/her individual needs. Each student's Individual Education Plan (IEP) is cooperatively planned by a team which includes, but is not limited to, the child's parents, the principal, guidance counselor, psychologist, intervention specialist, and the classroom teacher.

## **SPEECH AND HEARING PROGRAM**

Speech therapy is provided to qualifying students by a therapist from Mid-Ohio Educational Service Center having specific speech, auditory memory, or hearing deficiencies. In addition, individual hearing and speech tests are administered to students on a referral basis.

## **SPORTSMANSHIP GUIDELINES AND FAN BEHAVIOR**

Spectators, of all ages, are to demonstrate positive enthusiasm without causing harm, danger or embarrassment to the team, school or others in attendance by demonstrating 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 events.

Failure to follow posted guidelines or noncompliance with the directions of game/ school officials will be cause for ejection.

The majority of school rules are still in effect at after-school events and disciplinary action may be given for inappropriate actions at events.

## **STAFF**

As a parent/guardian of a student at a school receiving funds under Title I of the Elementary and Secondary Education Act, you have the right to request the professional qualifications of the teachers who instruct your child and the paraprofessionals, if any, who assist them. You may request the following information about each of your child's classroom teachers and their paraprofessional assistants, if any:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

## **STUDENT RECORDS**

### **Contact Information:**

Any change of address, phone number or emergency numbers should be reported to the school office as soon as

possible. Please be sure that we have up to date emergency phone numbers in case we cannot reach you at home. It is very helpful if there are relatives or close neighbors that know where to reach you at any time. It is possible that a child's life could depend on us reaching parents quickly.

#### Custody Papers:

If there is a court order indicating who has custody of a child, then it is the responsibility of the custodial parent/guardian to provide the school with a copy of the court order so that a copy can be placed in the child's permanent file and proper staff members notified. Court orders need to indicate visitation schedules.

#### Emergency Medical Forms:

All students must have on file in the office an emergency medical form. This form should be completed and in the office the first week of school. This form should contain the telephone numbers of the student's parents, close relatives, friends or neighbors which we should contact for emergency purposes. If no one can be reached, officials will take the student to the desired doctor or hospital which also needs to be listed on the emergency medical form. It is the responsibility of the parent or guardian to inform the school of a child's specific medical problems.

#### **STUDENT RECORDS: DIRECTORY INFORMATION** *(BOARD POLICY JO)*

The District proposes to designate the following personally identifiable information contained in a student's education records as "directory information."

1. student's name
2. student's address
3. telephone number(s)
4. student's date and place of birth
5. participation in officially recognized activities and sports
6. student's achievement awards or honors
7. student's weight and height, if a member of an athletic team
8. major field of study
9. dates of attendance ("from and to" dates of enrollment)
10. date of graduation
11. grade level
12. the most recent educational agency or institution attended

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity or when the parent/eligible student has informed the Board that any or all such information should not be released without their prior written consent or when disclosure is otherwise prohibited by law.

Parents or eligible students have two weeks after the return of the Handbook Acknowledgement Form in which to advise the District, in accordance with such regulations, of any or all items which they refuse to permit as directory information about that student.

#### **STUDENT DISCIPLINE**

Schedule a meeting with the student's teacher as a first step in addressing a classroom discipline situation. If further follow-through is needed, contact the school principal.

## **SUPPLIES AND FEES**

A list of needed school supplies is provided for each student. A list of fees will be printed in the summer newsletter and sent home with each student in the first week of school. School fees lists are also available in the school office. Please remit payment promptly so that the appropriate materials may be distributed to your student for use. Fees may be paid in the elementary office beginning **August 14, 2023**. Checks can be made out to Lucas Local Schools. School fees can also be paid online at the link provided on the school webpage.

Payments of fees are to be made by the end of the first grading period. If fees or fines are not paid, students may be denied participation in field trips and extracurricular activities.

If school fees and fines are not paid, students may be denied participation in field trips and extracurricular activities including; but not limited to participation in athletics, attendance at school dances, attendance at athletic events, attendance at family fun nights, and participation in school field trips, unless waived by the building principal due to mitigating circumstances or conditions. Arrangements may be made in the office for a payment schedule for school fees and partial payments will be accepted.

## **TELEPHONE PRIVILEGES**

The telephone in the office is for emergencies only.

## **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.

## **VISION AND HEARING SCREENINGS**

Students in grades one, three, and five, seven have their vision and hearing tested by a team qualified school personnel. The test is usually administered in the fall of each school year. Hearing and vision screenings are completed at Kindergarten Screening and upon referral. Any concerns or recommendations will be communicated to the parent via written notice or phone call by the school nurse.

## **VISITORS**

Visitors may be asked to show proper identification upon arrival to the building. 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. Please schedule an appointment prior to your arrival to the school.

In accordance with ORC-3313.20(A), 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.

For the health and safety of our students and staff, visitors will be limited within the building. We will be operating a closed lunch period which means there are no visitors at this time.

### **VOLUNTEERS** (Board Policy IICC)

The Board believes one of the greatest resources available may be found in the citizens of the community who have special knowledge and talents to contribute to the District. The use of citizens as volunteers within the school program enhances the educational process not only for students, but for the community as well. Volunteers may provide additional support in the classroom, promote community-school cooperation in facilitating the learning process and provide resource persons who have expertise in various areas.

Recruitment and selection of volunteers is done at the local building level. Interested individuals should contact the building principal or his/her designee. The interests and abilities of the volunteers are considered when making assignments.

All volunteers shall be registered with the District Office and at the appropriate building. Standard procedures for record keeping include hours contributed by various volunteers, types of services or donations made and an application kept on file at the local school for any volunteer who works directly with students, especially in tutorial relationships.

### **WITHDRAW FROM SCHOOL OR CLASS**

Students must obtain a withdrawal form from the Middle School office, or the guidance counselor and notify the middle school principal.

## **Appendix A: Acceptable Use Policy (Board Policy EDE & EDE-E)**

The Lucas Local School District is pleased to make available to students access to interconnected computer Systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the Lucas Local School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Computer Network and Internet Acceptable Use Policy and Agreement ("Policy and Agreement") of the School District and the Data Acquisition Site that provides Internet

access to the School District. Upon reviewing, signing, and returning this Policy and Agreement as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any student who, If 18 or older, falls to sign and submit the Policy to the school as directed or, if under 18, does not return the Policy and Agreement as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions. If any user violates this Policy and Agreement, the student's access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action.

I. Personal Responsibility By signing this Policy and Agreement, you are agreeing not only to follow the rules in this Policy and Agreement, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

II. Term of the Permitted Use. A student who submits to the school, as directed, a properly signed Policy and Agreement and follows the Policy to which she/he as agreed will have computer network and Internet access during the course of the school year only.

III. Purpose and Use.

A. The School District is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if a use is appropriate.

B. Netiquette. All users must abide by rules of network etiquette, which include:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language, or other language which may be offensive to others.
2. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address and telephone number. Do not arrange a face-to-face meeting with someone you "meet"

on the computer network or Internet, if you are under 18, without parental permission, regardless of age, in a secluded place or in a private setting. Among uses that considered unacceptable and constitute a violation of this Policy and Agreement are:

3. Uses that are offensive to others. Don't use access to make ethnic, sexual preference or gender-related slurs or jokes
4. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Pupil Conduct Code; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
5. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to network or the Internet; upload a worm, virus, trojans, time bombs, or other harmful programming or vandalism.
6. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet For example, don't disclose or share your password with others; impersonate another.
7. Uses that access controversial or offensive materials. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.
8. Uses that are commercial transactions. Students may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

#### IV. Privacy Network and Internet access is provided as a tool for your education.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

V. Failure to Follow Policy and Breach of Agreement. The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy and breaches his/her Agreement, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's tenure in the School District. A user breaches his or her Agreement not only by affirmatively violating the above Policy, but also by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy and Agreement if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may take other disciplinary action.

VI. Warranties/indemnification The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages or costs (including

attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy and Agreement. By signing this Policy and Agreement, users are taking full responsibility for his/her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the School District, the Data Acquisition Site and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another's outside the School District's network.

VII. Updates. Users, and if appropriate, the user's parents/guardians, may be asked from time-to-time to provide new or additional registration and account information or to sign a new Policy and Agreement for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardians) or such new Policy and Agreement must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

# LUCAS LOCAL SCHOOL DISTRICT | 2023-2024 CALENDAR

| AUGUST '23 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            |    | 1  | 2  | 3  | 4  | 5  |
| 6          | 7  | 8  | 9  | 10 | 11 | 12 |
| 13         | 14 | 15 | 16 | 17 | 18 | 19 |
| 20         | 21 | 22 | 23 | 24 | 25 | 26 |
| 27         | 28 | 29 | 30 | 31 |    |    |

- 18 Teacher In-service
- 21 Teacher Work Day
- 22 First Day of School

| FEBRUARY '24 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    | 1  | 2  | 3  |
| 4            | 5  | 6  | 7  | 8  | 9  | 10 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 |
| 25           | 26 | 27 | 28 | 29 |    |    |

- 16 In-service, 2-Hour Delay
- 19 Presidents' Day  
No School
- 27 ES/MS Conference Night
- 29 All Schools Conference  
Night

| SEPTEMBER '23 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    |    |    |    | 1  | 2  |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 |
| 24            | 25 | 26 | 27 | 28 | 29 | 30 |

- 4 Labor Day, No School
- 15 In-Service, 2-hour Delay

| MARCH '24 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    |    |    |    | 1  | 2  |
| 3         | 4  | 5  | 6  | 7  | 8  | 9  |
| 10        | 11 | 12 | 13 | 14 | 15 | 16 |
| 17        | 18 | 19 | 20 | 21 | 22 | 23 |
| 24        | 25 | 26 | 27 | 28 | 29 | 30 |
| 31        |    |    |    |    |    |    |

- 1 Teacher Comp Day  
No School
- 4 Teacher In-Service  
No School
- 22 End of 3<sup>rd</sup> Quarter (46)
- 29-4/8 Spring Break  
No School

| OCTOBER '23 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
| 1           | 2  | 3  | 4  | 5  | 6  | 7  |
| 8           | 9  | 10 | 11 | 12 | 13 | 14 |
| 15          | 16 | 17 | 18 | 19 | 20 | 21 |
| 22          | 23 | 24 | 25 | 26 | 27 | 28 |
| 29          | 30 | 31 |    |    |    |    |

- 5 HS Conference Night
- 9 Teacher In-service  
No School
- 27 End of 1<sup>st</sup> Quarter (47)
- 31 ES/MS Conference Night

| APRIL '24 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           | 1  | 2  | 3  | 4  | 5  | 6  |
| 7         | 8  | 9  | 10 | 11 | 12 | 13 |
| 14        | 15 | 16 | 17 | 18 | 19 | 20 |
| 21        | 22 | 23 | 24 | 25 | 26 | 27 |
| 28        | 29 | 30 |    |    |    |    |

- 3/29-8 Spring Break  
No School
- 18 HS Conference Night
- 19 In-service, 2-Hour Delay

| NOVEMBER '23 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    | 1  | 2  | 3  | 4  |
| 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 26           | 27 | 28 | 29 | 30 |    |    |

- 2 ES/MS Conference Night
- 3 Teacher Comp Day  
No School
- 22-27 Thanksgiving Break  
No School

| MAY '24 |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | Th | F  | S  |
|         |    |    | 1  | 2  | 3  | 4  |
| 5       | 6  | 7  | 8  | 9  | 10 | 11 |
| 12      | 13 | 14 | 15 | 16 | 17 | 18 |
| 19      | 20 | 21 | 22 | 23 | 24 | 25 |
| 26      | 27 | 28 | 29 | 30 | 31 |    |

- 10 In-service, 2-Hour Delay
- 26 Commencement
- 27 Memorial Day, No School
- 30 Last Day of School (41)  
End of 4<sup>th</sup> Quarter (41)
- 31 Teacher Work Day

| DECEMBER '23 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    |    | 1  | 2  |
| 3            | 4  | 5  | 6  | 7  | 8  | 9  |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 24           | 25 | 26 | 27 | 28 | 29 | 30 |
| 31           |    |    |    |    |    |    |

- 7 HS Conference Night
- 8 In-service, 2-Hour Delay
- 22-1/1 Winter Break  
No School

| JUNE '24 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       |    |    |    |    |    |    |

| JANUARY '24 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             | 1  | 2  | 3  | 4  | 5  | 6  |
| 7           | 8  | 9  | 10 | 11 | 12 | 13 |
| 14          | 15 | 16 | 17 | 18 | 19 | 20 |
| 21          | 22 | 23 | 24 | 25 | 26 | 27 |
| 28          | 29 | 30 | 31 |    |    |    |

- 1 Winter Break, No School
- 12 End of 2<sup>nd</sup> Quarter (43)
- 15 MLK Day, No School
- 19 In-service, 2-Hour Delay

### Grading Periods

- 1<sup>st</sup>: Aug 18 – Oct 27
- 2<sup>nd</sup>: Oct 30 – Jan 12
- 3<sup>rd</sup>: Jan 16 – Mar 22
- 4<sup>th</sup>: Mar 25 – May 31

### Staff Days Student Days

|    |    |
|----|----|
| 50 | 47 |
| 44 | 43 |
| 48 | 46 |
| 42 | 41 |

**Note:** After five Calamity Days, make up days begin Friday, May 31

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Board Approved: 02/21/2023