

# LaBrae High School Student Handbook



2024-2025

Revised: June 2024

## 2024-2025 Important Information

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### Dates to Remember

Teacher Professional Development	August 23, 26
New Student Orientation	August 26
LHS Meet the Teacher	August 26
First Day of School	August 27
Labor Day – No School	September 2
Homecoming Dance	September 28
Parent Conferences/Early Release	October 10
NEOEA Day – No School	October 11
End of 1 <sup>st</sup> Nine Weeks/PD Day	November 1
Report Cards	November 8
Thanksgiving Break – No School	November 27-29
School Resumes	December 2
Winter Vacation - No School	December 23 – January 3
School Resumes	January 6
Martin Luther King Day – No School	January 20
End of 2 <sup>nd</sup> Nine Weeks/Early Release	January 24
Report Cards	January 31
Parent Conferences/Early Release	February 13
No School	February 14
President’s Day – No School	February 17
End of 3 <sup>rd</sup> Nine Weeks/PD Day	March 28
Report Cards	April 4
Easter Recess – No School	April 18-21
School Resumes	April 22
Prom	May 2
Last Day Seniors	May 16
Graduation	May 23
Memorial Day – No School	May 26
Last Day Students/Early Release	May 30
Teacher Work Day	June 2
Report Cards	June 6

<p>LaBrae Board Meetings 2<sup>nd</sup> Monday of the month School Phone: 330-898-0800 Attendance Phone: 330-898-0807 School Colors: Scarlet and Gray School Mascot: Vikings</p>
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**Administration**

Mr. Anthony J. Calderone, Superintendent

Mr. Jeff Starkey, Principal, High School\*

Mr. Jon Elliot, Athletic Director

Mr. Todd Rowe, Principal, Middle School

Mrs. Martin Kelly, Principal, Intermediate

Mrs. Margaret Kowach, Principal, Bascom Elementary\*

\*Denotes District Compliance Officers

**Guidance Staff**

Ms. Linda Nogales

Mrs. Melissa Wilthew

**LaBrae Board of Education**

Russell Sewell

Timothy Gibson

Karen Ancell

Bradley Gamlin

Julia Shutt

Bradley Panak, Treasurer

### LaBrae HS Staff Directory

Staff	Room	Position	Email
Starkey, Jeff	HS Office	HS Principal	jeff.starkey@labrae.school
Elliot, Jon	HS Office	Athletic Director	jon.elliott@labrae.school
Arnold, Darla	HS Office	HS Secretary	darla.arnold@labrae.school
Brewster, Nicki	HS Office	Student Services Secretary	nicki.brewster@labrae.school
Frederick, Amy	HS Office	Director of Student Services	amy.frederick@labrae.school
Barb, Dan	907A	School Resource Officer	dan.barb@labrae.school
Deehr, Sally	Cafeteria	Cafeteria Supervisor	sally.deehr@labrae.school.
Misinay, Carole	Bus Garage	Transportation Supervisor	carole.misinay@labrae.school
Sutliff, Liz	HS Office	School Nurse	liz.sutliff@labrae.school
Meardith, Ben	915	Social Worker	ben.meardith@labrae.school
Wilthew, Melissa	MS Office	Grade 6-9 School Counselor	melissa.wilthew@labrae.school
Nogales, Linda	914	Grades 10-12 School Counselor	linda.nogales@labrae.school
Cunningham, Tracy	916	School Counselor Secretary	tracy.cunningham@labrae.school
Adgate, Emma	902	Social Studies	emma.adgate@labrae.school
Aldridge, Lisa	909	Business	lisa.aldridge@labrae.school
Burns, Deb	121	VLC Coordinator	deb.burns@labrae.school
Candiotti, Adrienne	931/Gym	Physical Education/Industrial Tech	adrienne.candiotti@labrae.school
Chiaberta, Daniel	908/HS Office	Health/Attendance/Discipline	dan.chiaberta@labrae.school
Coxe, Brian	904	Social Studies	brian.coxe@labrae.school
DiMuzio, Steven	925	Science	steve.dimuzio@labrae.school
Dhayer, Susanne	922	Mathematics	susanne.silvernail@labrae.school
Elmore, Eric	917B	Intervention Specialist	eric.elmore@labrae.school
Fee, Erin	918	Spanish	erin.fee@labrae.school
Fitzpatrick, Michael	921	Mathematics	mike.fitzpatrick@labrae.school
Fussnecker, Dalton	901	Social Studies	dalton.fussnecker@labrae.school
McNemar, Jonathan	919	Math	jonathan.mcnemar@labrae.school
Helmick, Regina	905	English	regina.helmick@labrae.school
Kistler, Katie	927	Art	katie.kistler@labrae.school
Michl, David	926	Science	david.michl@labrae.school
Murphy, Jason	917A	Intervention Specialist	jason.murphy@labrae.school
Ott, Erin	Band	Band	erin.ott@labrae.school
Royal, Jennifer	906	English	jennifer.royal@labrae.school
Slifka, Joseph	929	Engineering	joseph.slifka@labrae.school
Smith, Ellen	903	English	ellen.smith@labrae.school
Wolford, John	928	CBI/FCS	john.wolford@labrae.school

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**LABRAE HIGH SCHOOL** is located at 1001 North Leavitt Road, Leavittsburg, and offers a comprehensive educational program to serve the diverse needs of students in grades seven through twelve. Vocational education needs of LaBrae students are met at the high school and through affiliation with the Trumbull County Technical Center. An extensive variety of special education classes is available to serve students who have a need and qualify.

A comprehensive curriculum offers students in grades 9-12 the opportunity to select from electives beyond the basic studies such as computer science, literature, art, industrial technology, consumer education and instrumental music. These students are also offered the opportunity to participate in interscholastic sports including baseball, basketball, bowling, cross-country, football, golf, soccer, softball, track and volleyball.

**ACCREDITATION:** North Central Association of Colleges and Schools and the Ohio Department of Education.

**SCHOOL DAY:** Eight class periods, forty-eight (48) minutes each per day. The grading period is on a nine weeks scale.

**TOTAL PROFESSIONAL STAFF:** Thirty-two (32). A full-time principal, athletic director, a grades 10-12 school counselor, a grades 6-9 school counselor, social worker, behavior specialist, and a nurse are available.

#### **STUDENT RESPONSIBILITIES**

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules. Students must arrive at school on time, prepared to learn and participate. In order to keep parents informed of their child's progress in school, parents will be provided information via letter, e-mail, or phone call. Many times it will be the responsibility of the student to deliver the information. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.



**WELCOME**

On behalf of the staff, I would like to welcome you to LaBrae High School. In this hand book you will find valuable information to assist you in making the most of your time at LHS. The teaching staff is committed to preparing you for success. We encourage you to take advantage of the many resources we provide to help maximize your high school experience.

Go Vikings!

Jeff Starkey  
Principal



**MISSION STATEMENT OF LABRAE HIGH SCHOOL – “HOME OF THE VIKINGS”**

The mission of LaBrae High School is to prepare our students to meet the challenges of an ever-changing society. In order to prepare our students for their future, we will provide the academic basis that will encourage learning as a lifelong activity. Our school will strive to create an environment that provides students the opportunity to learn effective communication and social skills.

**STATEMENT OF NON-DISCRIMINATION AND COMPLIANCE**

The LaBrae Local School District has dedicated itself to providing equal admission opportunities, equal extra-curricular activity opportunities, and equal employment opportunities to all people regardless of race, color, national origin, sex, or handicap, in compliance with Title IX-Educational Amendments of 1972, Title VI-Civil Rights Act of 1964 & section 504 of Rehabilitation Act of 1973 (Policy 2260). The LaBrae Local School District follows the guidelines of the Family Educational Rights & Privacy Act (FERPA) regarding all student records (Policy 8330), maintains an education and work environment that is free from all forms of unlawful harassment (Policy 5517), and is committed to the district-wide use of Positive Behavior Intervention and Supports (PBIS) with students to limit the need for the use of restraint and/or seclusion (Policy 5630.01). These policies are available on the district website.

**DISCLAIMER**

Many of the laws, rules, and policies are subject to change due to pending state and federal legislation. The LHS administration reserves the right to change and adjust the information in the handbook as needed.

**PROGRESSBOOK – PARENT ACCESS**

ParentAccess enables students/parents the ability to view a student’s grades and daily attendance. Parents can create alerts that will notify them when their student has not completed an assignment or has received a low grade. Teachers update Progressbook regularly as a form of academic communication with parents.

Please note, it is **the ultimate responsibility of the parent to maintain communication about their child’s grades.**

<https://labrae.school/parentaccess>



**LaBrae HS PBIS – Positive Behavior Interventions and Supports**

**What are Positive Behavior Interventions and Supports?**

PBIS is an approach to supporting positive behavioral development among all students. PBIS supports all students through the reinforcement of concrete behavioral expectations and provides a continuum of intervention that gives each student the appropriate level of behavioral support necessary to ensure student success.

<b>VIKING PRIDE</b> 	<b>Classroom</b>	<b>Restroom</b>	<b>Hallway</b>	<b>Cafeteria</b>	<b>Bus</b>
<b>P</b> repared	-Be organized. -Be on time. -Bring materials. -Be ready to learn.	-Have staff permission. -Practice good hygiene. -Attempt to use restrooms in between classes.	-Have staff permission. -Know locker combination. -Keep lockers organized and clean.	-Have lunch items ready. -Stay in the assigned area. -Know lunch routines.	-Be ready for your stop. -Follow all bus rules. -Have all school items with you.
<b>R</b> espectful	-Address staff appropriately. -Properly store all electronic devices. -Be Kind! -Stay on task. -Follow all school rules.	-Wash hands. -Respect privacy of others. -Keep area clean. -Arrive and return in a timely manner.	-Use your own locker. -Respect others' property. -Respect others' personal space. -Keep hands to self. -Use school appropriate language and volume level.	-Use school appropriate language and volume level. -Use manners. -Keep the area clean. -Keep hands to self.	-Use school appropriate language and volume level. -Remain seated. -Respect others' property. -Respect personal space. -Follow the bus driver's directions.
<b>I</b> ntegrity	-Do your own work. -Take responsibility for your actions. -Use school appropriate language.	-Report issues to staff. -Use restrooms only when needed. -Respect privacy of others.	-Respect school property. -Report issues to staff. -Keep track of your own belongings.	-Pay for all food items. -Show care for others. -Report issues to staff.	-Report issues to staff. -Be Kind! -Do what is right even when no one is watching.
<b>D</b> riven	-Work to your fullest potential. -Set goals. -Manage time wisely.	-Be respectful of property. -Use supplies appropriately. -Keep neat and clean.	-Get to your destination in a timely manner. -Take responsibility for your actions. -Avoid distractions.	-Ask permission to leave the area. -Maintain the shared environment. -Make healthy choices.	-Keep track of your own belongings. -Follow all bus rules. -Maintain the shared environment.
<b>E</b> ffort	-Attend school regularly. -Arrive to class on time. -Remain on task. -Complete all assignments. -Remain alert.	-Report issues to staff. -Use restrooms in a timely manner. -Practice proper hygiene.	-Keep area clean. -Acknowledge others. -Use school appropriate language. -Be Kind!	-Clean up your area. -Dispose of all trash. -Finish all food and drink before leaving. -Eat your own food.	-Get to your seat promptly. -Stay in your seat. -Keep all objects to self. -Maintain the shared environment.



## **SECTION I: GENERAL INFORMATION**

### **BELL SCHEDULE**

#### **Regular Day Schedule**

Breakfast:	7:20-7:40
Doors open:	7:30
First Bell:	7:37
Tardy Bell:	7:40
Homeroom:	7:40-7:45
1st Pd:	7:45-8:33
2nd Pd:	8:36-9:24
3rd Pd:	9:27-10:15
4th Pd:	10:18-11:06
5th Pd:	11:09-11:39
6th Pd:	11:44-12:32
7th Pd:	12:35-1:23
8 <sup>th</sup> Pd:	1:26-2:14
Final Pd:	2:14-2:17

#### **Early Release Schedule**

Breakfast:	7:20-7:40
Doors open:	7:30
First Bell:	7:37
Tardy Bell:	7:40
Homeroom:	7:40-7:45
1st Pd:	7:45-8:15
2nd Pd:	8:18-8:48
3rd Pd:	8:51-9:21
4th Pd:	9:24-9:54
6th Pd:	9:57-10:27
7th Pd:	10:30-11:00
5th Pd:	11:00-11:27
8th Pd:	11:30-12:00

**\*Schedules will also be adjusted for exams, weather, activities, etc.**

Students are not to arrive at school before 7:20am. Students do not have access to the main building until 7:30am. They will remain at HS/MS Entrance or in the Cafeteria until 7:30. All students are expected to leave the school building by 2:25pm unless they have an after school activity.

#### **ACCEPTABLE USE AND INTERNET SAFETY POLICY**

LaBrae Local Schools, in striving to offer our students access to the latest computer technology, will offer access to the Internet, including certain online services, and the LaBrae Schools local computer network. Telecommunications, electronic information sources, and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources including those from file servers throughout the world. The district's goal is to educate users by providing them with the understanding and skills needed to use the Internet in ways appropriate to their education and information needs. Staff will make every effort to guide and supervise students in an appropriate selection and use of electronic resources. Making the Internet available to students carries with it the potential that some students might encounter information identified as controversial or potentially harmful. Because the Internet is globally accessible and changes daily, it is not always possible to predict what students may encounter in some areas of the Internet. It is possible that your child may find



material on the Internet that you consider objectionable. The District has implemented technology-blocking measures to prevent students from accessing inappropriate material or materials considered harmful to minors on school computers. There may be additional kinds of material on the Internet that are not in accord with your family values. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectations about how these values should guide your child's activities while they are on the Internet.

On the whole, LaBrae Local Schools believe that the tremendous value of the Internet as an educational resource far outweighs the potential risks. Almost all of these risks can be avoided by simply using common sense. However, because of the legitimate concerns which parents may have, access to computer networks at school should be on a permission basis only. Annually, a student who wishes to have network and Internet access must read the acceptable use and Internet Safety policy and submit a properly signed agreement form. Students without a signed Acceptable Use Policy (AUP) on file will not be permitted to use a computer/network in the school for any reason. They will be expected to complete an alternate assignment.

#### **ACCEPTABLE USE POLICY**

##### **1. Artificial Intelligence**

Artificial intelligence, or "AI," is the ability for a computer to think and learn. With AI, computers can perform tasks that are typically done by people, including processing language, problem-solving, and learning. Artificial intelligence is a tool, much like other types of new technologies.

Incorporating Artificial Intelligence into the classroom presents a unique opportunity for teachers and students alike. AI has the potential to provide students with personalized and engaging learning experiences, as well as help them develop important 21st-century skills such as critical thinking and problem-solving. However, this integration of technology into the classroom also presents a range of challenges, such as data privacy and ethics, the need for ongoing training and support, and the potential for unequal access to technology and digital skills.

Intellectual honesty is vital to an academic community for a fair evaluation of student work. All work submitted to the instructor must be the student's original work, completed in accordance with school academic regulations. The use of AI tools should only be used to help brainstorm assignments or projects and/or to revise existing work the student's have written. It is the student responsibility to make all submitted work original work, maintaining academic integrity, and avoiding any type of plagiarism. As a reference, the accuracy or quality of AI generated content may not meet the standards of required work, even if the incorporated content has been partially and after substantial paraphrased, modified or edited. AI generated content often does not



provide appropriate or clear attribution to the author(s) of the original sources. All resources must be cited or noted like any other reference material. The instructor reserves the right to use various plagiarism checking tools in evaluating student work, including those screening for AI-generated content, and impose consequences accordingly.

## **2. Acceptable Uses; Limitations**

Computer networks shall be used solely for academic purposes or other purposes which support the educational mission of the LaBrae Local School District. Computer networks may NOT be used for illegal activities, financial gain, transmitting or receiving sexually-oriented materials, commercial activity, political activity, personal use, entertainment, accessing unauthorized computers, promoting any illegal activity, or promoting the use of drugs, alcohol, or tobacco.

The School District reserves the right to determine what constitutes acceptable use and to limit computer access to such users. The School District also reserves the right to limit the time of access and to establish priorities among competing acceptable uses.

## **3. Security and Safety**

The Internet and other computer networks may contain information and images which are obscene, offensive, false, fraudulent, or illegal. Other persons using a computer network may also be attempting to exploit children and other users. For these reasons, users:

- Violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, **including unauthorized disclosure, use and dissemination of personal information.**
- Should not participate in any real-time communications (such as "chat rooms") without the express permission of a supervising teacher
- Should not agree to meet any person contacted through a computer network without parental permission
- Shall inform his/her teacher of any sexually oriented messages or unsolicited requests for personal information about a student
- Should exit immediately from any site containing sexually explicit material or other material deemed inappropriate under this policy and report the incident to a supervising adult.
- Should not access any personal social networking websites for any reason.

## **4. Responsibilities of Users**

It shall be the responsibility of the user:

- To use the network only for appropriate academic purposes
- To protect their passwords and usernames and not allow other persons to use their passwords and/or usernames for any reason



- To immediately notify a teacher or administrator of computer or network malfunctions
- To reimburse the School District for any damages or loss incurred as a result of inappropriate use
- To be a courteous online user by never using profanity, obscenity or other language which may be offensive to another user or intended to harass, **intimidate**, or bully other users.
- To NOT make deliberate attempts to disrupt the computer system and/or network system or destroy data by spreading computer viruses or by any other means.
- To NOT “hack” or gain unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access. This includes attempting to log in through another person’s account or access another person’s files, even if only for the purpose of “browsing”.

### **5. General Prohibitions**

Computer network users:

- May not violate any copyright laws
- May not engage in the unauthorized copying of files, programs, or other software
- May not engage in any form of plagiarism, including reposting (forwarding) personal communication without the author’s prior consent.
- May not write to any directory other than their own without permission of the supervising teacher
- May not delete or modify any system files
- May not engage in any interference/sabotage/vandalism of others’ computers or software
- May join mail lists only with permission of teacher
- May not post information of any sorts without permission of teacher
- May not read or send email from a personal account
- May not intentionally waste computer resources
- May not load or copy any software or other programs to or from the district’s equipment.

### **6. Loss of Privileges**

Computer network access is a privilege and not a right. Any person who engages in an inappropriate use or violates any other provision of this policy may have his/her access privileges suspended or revoked without notice. Violations of this policy may also be punishable under the Student Discipline Policy.

### **7. Right of Access**

The School District will make every effort to respect the privacy of students using computer networks. However, the School District reserves the right to examine any such communications or other computer-based information when reasonably necessary to



investigate a suspected violation of school rules or this policy, or where necessary to ensure the security and integrity of the computer network. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the AUP, the student disciplinary code, or the law.

### **8. Disclaimer of Liability**

The School District shall not be responsible for any material encountered on a computer network which may be deemed objectionable to a student or his/her parents, for any inaccurate information disseminated over the network, for any hostile or injurious actions of third parties encountered through a computer network, for any charges incurred by the user of a computer network without prior permission, or for any damage or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronic communications, it is also impossible for the School District to guarantee the confidentiality of communication sent and received over any computer network.

### **9. Creating Web Pages**

All subject matter on Web pages should relate to curriculum, instruction, school-authorized activities, general information that is appropriate and of interest to others, or it should relate to the school district, or the schools within the district. Therefore, neither staff nor students may publish personal home pages as part of the LaBrae Local School District Web site, or home pages for other individuals or organizations not directly affiliated with the district. Student work may be published only as it relates to a class project, course or other school-related activity and only with written permission from the student and parent.

- All district AUP provisions will govern material placed on the Web
- Web pages shall not contain the full name, address, or phone number of students. First names or first names and the first letter of the last name may be used where appropriate.
- Web pages shall not display the photographs or videos of any identifiable individual without a signed picture release. Picture releases for students under the age of 18 must be signed by a parent.
- Web pages shall not contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner.
- Material placed on the Web site is expected to meet academic standards of proper spelling, grammar, and accuracy of information.
- Users should retain a back-up copy of their Web page(s).
- All Web pages on the district's server are property of the school district.
- Any use of advertising or sponsorship that appear on a school web site must be approved by the Superintendent or his/her designee.



### **10. Personal devices and wireless networks**

Any person accessing the Internet by way of the LaBrae Local School Districts' wireless network, using a personal device or school equipment, is subject to all rules and regulations as outlined in this Acceptable Use Policy.

#### **ACCOUNTS DUE/FEEES**

During each grading period, the school will publish an updated Accounts Due list. The people whose names appear on this list have various overdue obligations. Students are to pay all accounts due in the main office.

1. Students enrolled in certain lab courses requiring use of expendable materials are charged fees.
2. We encourage fees to be paid in full for each semester during the first week of classes; however, they must be paid before the end of the grading period.
3. All overdue fees become an account due and are sufficient cause for the withholding of report cards.
4. A \$10 technology fee has been added for each student.
5. Unpaid student fees are cumulative across grades K-12 and must be paid in full before a student will receive final transcripts and diploma.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment - including laptops and laptop accessories, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship. Failure to pay fines, fees, or charges may result in the withholding of grades and credits. Failure to pay fines, fees, or charges may also result in the denial of student participation in activities such as field trips, games, and dances including homecoming and prom, etc.

#### **AUDITORIUM**

1. No food or drink is to be taken into the auditorium.
2. Students will be dismissed to assemblies via the P.A. system.
3. Students are to enter/leave the auditorium through the doors closest to the cafeteria.
4. Students are expected to show proper respect to all guest speakers during their presentations. This includes becoming quiet when the speaker approaches the podium/microphone and being attentive throughout the presentation.
5. Students are to remain seated after the assembly until dismissed by the appropriate authority.
6. After dismissal from an assembly, students are to promptly report to their designated area.
7. All school rules are in effect at all times.



### **BUS TRANSPORTATION**

The safety and well-being of all students are of major importance while being transported to and from school. Students are governed by the LHS Student Code of Conduct on the school busses and bus stops. Bus transportation is a privilege and chronic behavior will result in loss of privileges. Students are required to ride their assigned bus and must get permission in the office to ride a different bus. Students must be waiting at the bus stop 2-3 minutes before bus arrival.

### **SUSPENSION OF BUS TRANSPORTATION SERVICES**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

**If a student's bus riding/transportation privileges are suspended, the student and parent will be notified, in writing within one day, of the reason for and the length of the suspension.**

### **CAFETERIA**

Students are to report to lunch even if they choose not to eat. Any student eating lunch under the permanent supervision of a teacher in a classroom must be on a permanent pass. All school rules are in effect at all times. Any student caught stealing from the cafeteria or having improper behavior will face disciplinary consequences which may include a loss of lunch privileges, restitution, change of setting, detention, Saturday detention, ALC and/or OSS. **FOOD AND DRINKS ARE NOT PERMITTED TO LEAVE THE CAFETERIA.** Students must adhere to the following:

1. Form one line on each side.
2. Do not cut in line.
3. Have correct change ready/account number.
4. Return trays and waste to proper areas.
5. Students must remain seated at their tables until dismissed to the lunch line.
6. Tables will not be dismissed until tables are clean and chairs are returned.
7. Food delivered to students from outside venues is prohibited.

### **CLOSED CAMPUS**

Once a student enters the school grounds in the morning, he/she may not leave except for some emergency, and then only after securing proper permission from the principal or assistant principal. Any student violating this policy will be considered truant.



### **DRIVING PRIVILEGES**

Students must secure a permit from the attendance office before driving cars to school. An agreement signed by the driver and his/her parents must be on file in the office before a permit will be issued. Violation of this agreement is considered sufficient cause for suspension of permission to drive. Cost of the permit is \$5.

1. Students must drive carefully when on the school grounds and not in excess of 10 m.p.h.
2. Students can only be on campus during school hours or scheduled extra-curriculars.
3. Students must park in the designated student areas. Parking in other areas may lead to a suspension of driving privileges.
4. Students driving must do so on a regular basis, and no driving part-time and riding bus part-time will be permitted (except where special permission may be granted by the administration).
5. Students must adhere to the legal limit of passengers allowed by law.
6. Students desiring to ride in this car with this driver must present a permit from parents. Drivers must not bring to school or take home any student who has not made such arrangements.
7. Driving and riding privileges may be revoked for: poor discipline in and out of school, reckless operation of vehicles, and being tardy more than five (5) times in nine weeks.
8. Loss of driving privileges and/ or suspension from school for possession of contraband materials to include stolen goods, drugs, alcohol, or weapons.
9. Student drivers are required to participate in the student drug testing program and their name will be included in the random pool.

A first violation of the student code of conduct will result in denial of driving privileges for 2 weeks. The student shall be required to have a professional assessment and follow the recommendations of the assessment. All costs of the assessment are the responsibility of the student.

- The student shall forfeit parking permit until the assessment and driving suspension is complete.
- Failure to comply with the professional assessment will result in the denial of driving privileges for the remainder of the school year.

A second violation of the student code of conduct will result in denial of driving privileges for the remainder of the school year. The student must participate and complete a professional education program to correct the abuse problem before driving privileges will be reinstated the following school year.

### **ENROLLING PROCEDURE**

Students are expected to enroll and attend school in the district in which they live. Students who are new to the LaBrae Local School District are required to enroll with their parent or legal guardian.

When enrolling, they need to bring:

1. Student's birth certificate.



2. Social Security number of student.
3. Court papers with signature of judge allocating parental custody, where applicable.
4. A withdrawal form from previous school.
5. Last report card.
6. Immunization records.
7. Proof of Residency.
8. Residency Certification.

**RESIDENCY:**

1. Student(s) must live with parent/guardians within the LaBrae School District.
2. Tuition students may be accepted. Application is to be made superintendent's office.

**FLOWERS, BALLOONS, GIFTS, ETC**

Flowers, balloons, gifts, cake, etc are not permitted to be delivered to school for occasions such as birthdays, special events, and so forth. They cannot be delivered to the student and therefore should be sent to the student's home address.

**FOOD/DRINK IN THE CLASSROOM AND HALLWAYS**

No food or beverages are permitted in classrooms or hallways. Students are not permitted to carry food and/or opened drinks out of the cafeteria. Also, students are not permitted to enter the school building with food or opened drink. In addition, the only beverages students are permitted to carry into the building must be in clear containers.

No energy drinks are permitted such as Red Bull, Monster, coffee, and/or anything of the like at any time during the school day. This includes the time before homeroom begins.

**HALL PASSES/SIGN-OUT SHEETS**

Students are expected to be in class and learning valuable information. No student is to be in the hall without a pass unless changing classes. It is always the student's responsibility to sign out and secure a hall pass before leaving the classroom.

**HEALTH SERVICES**

The school system has a full-time nurse. Students should always check in the school office first to receive permission to go to the clinic. The school nurse gives first aid and provides care for the sick or injured student while he/she is in the school building. Students taking prescription medication must have a completed Med 1 Form on file. The medication must be brought to school by a parent/guardian in the original container in which it was dispensed. Non-prescription medicines require a note from the parent/guardian giving permission for the student to take the medicine during school hours. Any necessary medications must be provided by the parent/guardian. No medications of any kind are provided by the school.



### **IMMUNIZATIONS**

Students must be current with all immunizations required by law. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting state requirements if a student does not have the necessary immunizations or authorized exemption. Questions should be directed to the school nurse.

### **EMERGENCY MEDICAL AUTHORIZATION**

A complete Emergency Medical Authorization Form must be on file with the school in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

### **ADMINISTRATION OF MEDICATION**

The LaBrae BOE acknowledges that the administration of any drug (prescription or over-the-counter) by school personnel without the order of a physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law. Thus, to insure the full protection of school personnel and the physical well being of the students in need of medication during school hours, the following procedures shall be followed:

- A. LHS strongly recommends that the administration of all medication takes place at home under parental supervision.
- B. Encourage your physician to prescribe medicine that can be administered during non-school hours.
- C. If over-the-counter and/or prescription medication must be taken during school hours, the medicine must be stored and taken in the nurse's office.

### **HOME INSTRUCTION**

The school may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. Curriculum for home instruction varies, but the online curriculum utilized by the Viking Learning Center will receive primary consideration.

### **INSURANCE**

Accident insurance envelopes will be available at the beginning of the school year. These are to be mailed directly to the company. They are not to be turned in at school. The standard procedure has been set up for submitting a claim in case of an accident:

1. The claim form will be furnished by the office and a record made thereof.
2. The teacher responsible for the student, at the time of the accident, will fill in the appropriate blanks. In some situations this may be the building principal.



3. The form will be delivered by the student to the office, where a record will be made of the accident. The student then has the physician or the hospital complete the form. It should be returned to the school office where it will be signed and mailed.

This procedure should give proper information to all persons concerned regarding the accident. All athletes are provided school insurance.

#### **INDEPENDENT STUDENTS**

Eighteen year old student may not write notes of excuse, sign themselves out of school, or sign where a parent signature is required unless they have completed the independent student forms and been officially approved by the administration. Students 18-21 must be bona fide established residents of the LaBrae Local School District. They must meet the same educational requirements and qualifications as applied to students K-12 and below 18. After continued infractions of the code of conduct or attendance regulations, these students will be withdrawn from school. Requirements for independent student status are:

1. The student must be at least 18 years old and whose parents have verified that the student no longer lives at home.
2. The student must complete and fulfill all of the requirements of the "Request for Independent Student Status" form available through the office.
3. Independent status may be approved by the high school administration when all requirements are met.

Independent students are expected to follow all school rules and policies.

#### **LIBRARY**

Students reporting to the library should sign in and be prepared to read or study quietly. Those using the library computers should fill out the "Computer Request Form" at the circulation desk; those students wishing to borrow magazines for the period should fill out the "Magazine Request Form." Books may be checked-out of the library for a period of 2 weeks and may also be renewed for an additional 2-week period. Students with overdue materials may not check-out additional library books until the overdue materials have been returned. Library books that are lost or damaged must be paid for by the student who checked-out those materials. Students who fail to take care of library obligations will be placed on the "Accounts Due List" in the Main Office.

#### **LOCKERS**

Each student will be assigned a locker. Students are not permitted to change lockers without permission from the office. The occupant of each locker is solely responsible for the condition and contents of the locker. Your locker is the property of the LaBrae Local School District. It may be inspected without notice. In addition, students must not store items above lockers.



### **LOST AND FOUND**

The Lost and Found table is located near #909. Students who have lost items should check this table and retrieve their items. Items on the table will be discarded at the end of each nine weeks.

### **SCHOOL COUNSELING DEPARTMENT**

The main purpose of guidance is to help the individual properly prepare for good citizenship. The school counselor is available to meet with students of the school system, with the parents, with alumni who return for assistance, and the many individuals who request information from records and about the school. Most sessions are handled during regular school time by appointment. The district will take a comprehensive, progressive, age-appropriate approach in the development of curricula and programs which address the legal, social, and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol for all students. LHS recognizes the importance of guidance activities which provide support to students who are experiencing problems either directly or indirectly due to alcohol and other drug use. Therefore, programs such as individual guidance, support groups and mentorship programs will be utilized as a means of providing support and guidance to students within the school environment. It shall be the policy of the LaBrae Schools to provide an intervention process designed to confront problem behaviors within students which may indicate alcohol and other drug use. Intervention strategies will reflect a collaboration of staff, administrators, guidance and the drug free school's program coordinator. Intervention strategies will be initiated but not limited to the following circumstances:

1. Students seeking help.
2. Students exhibiting inappropriate, unusual or atypical behavior.
3. Disciplinary action involving violations of this policy and the student code of conduct.

### **SENIOR PRIVILEGES**

Senior students must maintain good standing in order to participate in senior activities. All senior activities are a privilege and can be denied due to student behavior. Students with disciplinary infractions and/or in violation of their attendance contract may not be permitted to participate in senior activities. Additionally, students who are academically deficient may not be permitted to attend senior activities.

### **STUDENTS WITH DISABILITIES**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to LaBrae's programs and facilities.

The laws define a person with a disability as anyone who:



1. Has a mental or physical impairment that substantially limits one or more major life activities;
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment.

LaBrae Schools has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation. Students are entitled to a free appropriate public education in the "least restrictive environment." A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA, A.D.A. Section 504) and State law.

### **STUDY HALL**

Due to large student numbers in various study halls, the following basic rules must be followed:

1. Each student is to be on time.
2. Students must have all materials to study upon arrival.
3. Students are not permitted to talk or sleep.
4. Seats may be assigned at the teacher's discretion.
5. Attendance is to be taken regularly by the teacher in charge.
6. Students must have a pass from the classroom teacher to be dismissed to the library for any projects or assignments.

### **PERMANENT PASSES**

1. Only JRs and SR have permission to be on a permanent pass. FR and SO may be on a permanent pass upon request by a staff member and only upon approval by the administration.
2. Staff members can only have one student on a permanent pass per period.
3. Only staff members at LHS will be permitted to have students on a permanent pass.

### **TELEPHONES**

Telephones are not available for students use except in unusual circumstances. Permission will be granted only in cases of qualified need. If you are attending a school event, make arrangements for your transportation home before you go to the event. It should not be necessary to use the telephone on a regular basis. Occasionally, the situation may arise where a phone call home is necessary. Students must use the phone in office when calling home.

### **TEXTBOOKS**

The Board of Education will furnish all textbooks for the pupils in our school district. All such books owned by the LaBrae Board of Education will bear the official seal of the



Board, an accession number on the title page, together with the date that the book was first issued. The names of all books with their accession numbers will be recorded on a list in the office.

Students are responsible for settling their obligation for books or other material lost or damaged by him/her to receive report cards. Our books represent an investment of thousands of dollars. Pupils should use every means possible to see that they are given proper care. All lost books should be turned into the office. Pupils who have lost books should call for them there. Students may identify the books that they have lost by the number imprinted in the title page.

#### **WITHDRAW FROM SCHOOL DISTRICT**

When a student plans to withdraw, his/her parent /guardian shall:

1. NOTIFY THE OFFICE AS SOON AS POSSIBLE.
2. Pick up and complete the withdrawal form on the last day of attendance and return it to the office.
3. Make sure all textbooks and library books are turned in and teachers sign the form.
4. The student should clean out hall locker and gym locker-if one is used.
5. No record of grades will be released if any fines and/or fees are not paid or books not returned.
6. Ask the office for the correct school name and address for enrollment purpose in your new district.

#### **WORK PERMITS**

Working certificates may be secured in the main office. Full-time work certificates may be obtained by people 16 through 18 years of age providing they have employment of a type approved by the State of Ohio for minors, can show a written report of their physical fitness, and have at least a 30 hour work week filled out by the employer on the work certificate application. Students over 18 years of age are not required to obtain work certificates.

### **SECTION II: SAFETY AND SECURITY**

#### **STUDENT WELL-BEING**

Student safety is the responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent/guardian on file in the high school office. Students with specific health care needs should deliver written notice, along with physician documentation, to



the school office. In addition to emergency medical documentation, parents/guardians and students are required to complete Final Forms.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents. A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

### **VISITORS**

Visitors, particularly parents, are welcome at school. Visitors must report to the office upon entering the school to sign in and obtain a badge. Any visitor found in the building without signing in and who does not have a badge shall be reported to a staff member. If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time. Students may not bring visitors to school without prior written permission from the Principal.

### **GUIDELINES**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a badge while they are in the building.
- C. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- D. Visitors may be escorted to the appropriate area and will not have access to other students, staff, or areas of the building.

### **SECURITY CAMERAS**

For students' safety and welfare, video surveillance cameras are placed throughout the complex, parking lots, school grounds, and buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices may result in disciplinary action by the school and possible referral to local law enforcement agencies.

### **SEARCH AND SEIZURE**

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school



property may be conducted with reasonable notice. Student lockers are the property of LaBrae Local Schools and students have no reasonable expectation of privacy in their contents or in the contents of any other district property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The district may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. LHS reserves the right not to return items that have been confiscated.

#### **FIRE DRILL**

Exit maps are posted in all rooms designating the proper evacuation route. Students should move away from the building quickly. If your exit is blocked by any chance, move along the nearest hallway to stairs or exits that are open. Keep close and keep moving until everyone is out of the building.

1. Do not stop at lockers.
2. Go directly out of the appropriate exit quietly.
3. Move far enough away from the building so fire lanes are not blocked.
4. Remain outside until instructed by school officials to return.
5. Do not leave the school property unless officially dismissed by a school official.

#### **TORNADO DRILL**

The National Weather Service issues a tornado “Watch” when the possibility of tornadoes exists, and a tornado “Warning” when a tornado has been spotted or indicated on radar. When the signal is given, exit into the hallways and take a position facing an inside wall. Avoid windows and glass. If necessary, get under the desk and if there is time, cover your head with a coat or jacket. Protect yourself; lie face down, draw your knees up under you and cover the back of your head with your hands.

1. Proceed to designated area as directed by school personnel.
2. Remain in a tornado-safe position until an all-clear is given by school officials.
3. Do not leave the school property unless officially dismissed by a school official.

#### **LOCKDOWN DRILL**

A lockdown announcement can be issued by any available school official.

1. Enter the nearest classroom.
2. Stay away from the windows.



3. Follow the directions of the nearest staff member.
4. Listen for further assistance from the office.
5. Remain in room until your classroom is dismissed.

Do not leave the school property unless officially dismissed by a school official.

#### **ALCOHOL AND DRUG-FREE ENVIRONMENT**

A student shall not possess, use, sell, transmit, or show evidence of being under the influence of any narcotic drug, counterfeit controlled substance, hallucinogenic drugs, amphetamines, barbiturates, marijuana, alcoholic beverages, or intoxicant of any kinds as follows:

1. On the school grounds and immediately before or immediately after school hours.
2. On the school grounds at any other time when the school is being used by any school group.
3. Off the school grounds at a school activity, function or event.
4. Other than use of a drug authorized for the student by a medical prescription from a registered physician.

All registered and medical prescription drugs for students must be left in the nurse's office.

#### **CONSEQUENCES**

1. Possession of a controlled substance first offense will result in an automatic 10 day suspension. The suspension can be reduced by five days as long as the student successfully completes a school approved substance abuse program.
2. Possession of a controlled substance second offense will result in an automatic 10 day suspension and recommendation for expulsion.
3. Intent to distribute a controlled substance will result in an automatic 10 day suspension and recommendation for expulsion.

#### **TREATMENT COUNSELING**

Students found in violation of this policy will be subject to disciplinary action as described within the student code of conduct up to and including expulsion and referral for prosecution. A reduction in penalty may be granted if the student receives professional assistance. Professional assistance may include, but not be limited to, an alcohol/drug education program; assessment with follow through based on the assessment findings, counseling, out-patient treatment or inpatient treatment. Students found in violation must submit to and become a part of a treatment program. The school administration may deny return to school for daily attendance should the student refuse treatment/counseling.



### **OPT-IN STUDENT DRUG TESTING PROGRAM**

Great Lakes Biomedical is pleased to provide affordable access to student drug testing at the requests of the parents or legal guardian. With our Opt-In student drug testing program we allow students not currently involved with extracurricular activities, as requested by parents within our school district, to participate in the district's random drug testing program. Results are 100% confidential and the parent will be contacted directly in the case of a non-negative result. Opt-In Student Drug Testing Consent form must be completed to enter the program.

## **SECTION III: ATHLETICS AND EXTRA-CURRICULARS**

### **ATHLETICS**

The LaBrae High School BOE believes that athletic participation is a privilege that can help students develop physically, socially, and mentally. Athletes are frequently in the public eye and are expected to represent their school and community appropriately. Please refer to the LaBrae Athletic Handbook for the LHS athletic code of conduct.

### **ELIGIBILITY – GRADES 9-12:**

1. Receive passing grades in a minimum of five one credit courses in the preceding grading period.
2. Maintain a minimum 1.0 GPA in the preceding grading period

***\*For eligibility purposes, summer school grades may not be used to substitute for failing grades.***

***\*Athletes who choose to leave an athletic program after the first contest on their own accord will be ineligible to participate in other athletic programs, events, or activities until the current season has concluded.***

### **As a parent or athlete, I must also:**

1. Adhere to the rules and policies of the LaBrae Local Schools District Athletic Handbook
2. Adhere to MVAC league rules and policies
3. Abide by the rules of OHSAA
  - A. Eligibility (pass 5 credits from previous grading period)
  - B. Any specific rules
4. Have on file in the school office: The following items must be completed on Final Forms. Additional information may be added at the discretion of the administration.
  - D. Physical form
  - E. Emergency medical form
  - F. Concussion form
  - G. Permission to participate form
  - H. LHS Athletic Contract
  - I. LHS Drug Testing Consent Form



5. Understand that any athlete under school suspension is not eligible for participation or can be denied privileges based on disciplinary actions.

#### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The BOE is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. Students must be in attendance for a half-day to attend events. LaBrae HS rules and BOE policies apply to after school events at LaBrae or while visiting a school/site.

#### **SPONSORS/ADVISORS**

All organizations connected with the school have sponsors who serve as advisors to the organizations. These sponsors, appointed by the administration, must approve of and shall provide for the guidance, safety, and well-being for any project or activity carried out by the organization, chaperone any after-school activities, and serve as liaison for the organization and the administration.

#### **STUDENT COUNCIL**

The Student Council is made up of representatives from grades 9-12. The Council consists of a president, five seniors, five juniors, five sophomores, and five freshmen. These members are elected by their respective classes after they have taken out petitions and campaigned. To be eligible to run for Student Council, a student must have attended LHS the entire semester prior to elections and must be attending LaBrae HS. The student must maintain the eligibility requirements for extra-curricular activities to remain on Student Council. The purpose of the council is to act as a student forum for ideas on how to improve our school and to perform services for the school as they are called upon to do.

#### **STUDENT ELECTIONS – CLASS OFFICERS**

In the spring of the school year, at a time decided upon by the administration, classes shall elect officers. Elections will be conducted by the Student Council. Voting will take place during homeroom to elect a president, vice-president, secretary, treasurer, and TCTC representative. The TCTC representative must register their intent to run with the student council advisor and they will be placed on an independent ballot to be voted on by sophomore students accepted into TCTC. Those elected are nominated by class petitions and must receive a simple majority of the votes to be elected. It is the duty of the elected officers to see that the business of their class is carried out efficiently.



### **STUDENT ELECTIONS – STUDENT BODY PRESIDENT**

In the spring, any junior wishing to run for student body president must meet these standards:

1. Be a previous member of the Student Council.
2. A member of good standing in their class.
3. Submit a paragraph in writing as to why the student wishes to run for this position.
4. Submit a petition signed by members of grades 9-11.
5. Be attending LaBrae HS during the year in office.

### **SCHOOL DANCES**

All LHS students and guests must agree to the LHS dance contract. Out of district guests must receive permission from their home school to attend a LHS dance.

### **HOMECOMING/PROM (ELIGIBILITY FOR ATTENDANCE)**

- All Final Forms must be completed.
- You must be in good academic standing (not failing two or more courses).
- You can have NO OUT OF SCHOOL SUSPENSIONS this school year.
- **Fee Requirements:**
  - Homecoming – all fees from previous year(s) must be paid in full
  - Prom – all school fees must be paid in full two weeks prior
- **Attendance Requirements:**
  - Homecoming - no more than 30 missed hours without legitimate excuse.
  - Prom - no more than 90 missed hours without legitimate excuse.

\*Attendance credit will be not utilized for extra-curriculars (including dances)

### **HOMECOMING**

Homecoming festivities will be held during the football season at a date designated by the administration. All festivities will be planned by Student Council. Any senior is eligible for King or Queen who was enrolled in LaBrae High School on the first day of the school year in which the election is to be held. Any student whose character is deemed such that his or her election would reflect discredit on the school and community shall be declared by the administration as ineligible prior to the marking of the ballot. The above enrollment, scholastic and character requirements should also apply to the attendants selected from the freshman, sophomore, and junior classes. Each class shall elect one girl from its membership. Attendants will be escorted by a Student Council member of the attendant's class, provided there is a male Student Council member. If this is not possible then the Student Council shall appoint an escort.

### **JUNIOR-SENIOR PROM**

The Junior-Senior prom is one of the highlights of the year for the high school. Sophomores may attend only if asked by a junior or senior. Attendance at Junior-Senior Prom, Homecoming and all school sponsored dances is a privilege governed by the code



of conduct. All permission slips to leave school early on prom day before 11:00 a.m. will be unexcused except for doctor's excuse.

#### **SECTION IV: SCHOOL ATTENDANCE**

Punctual and regular attendance at school is extremely important. Students should keep in mind that there is a direct relationship between attendance and progress in school. Excessive absence is undesirable both from the standpoint of good citizenship and strong academics. Parents, by Ohio law, are responsible for insuring that their children are in regular attendance at school. No parent/guardian has the right to excuse his/her child from school for any reason other than those stated below.

##### ***EXCUSED ABSENCES (BASED ON OHIO ATTENDANCE LAWS)***

1. Student illness with proper medical verification\*
2. Death in immediate family/funeral
3. Observation of a religious holiday
4. Medical appointment with proper medical verification\*
5. Court appearance
6. School sponsored field trips
7. Out-of-school suspension and ALC
8. Emergency removal

***\*Medical verification means that a physician has treated the illness or injury and has verified that because of the illness or injury, the student was unable to attend school. Official medical notification includes an official notice from the office of the attending physician.***

##### ***ADDITIONAL EXCUSED ABSENCES***

1. College visit (JR): 1 day – contact office before visit and return with verification from the college
2. College visit (SR): 2 days – contact office before visit and return with verification from the college
3. Principal emergency
4. Administration discretion: The school administration has the ultimate authority in all attendance-related matters and reserves the right for discretionary deviation from the aforementioned policies.

Other situations may or may not be excused. Excused absences are obtained by the parent sending in a written statement within five (5) days of the absences to the attendance office.



### **CHRONIC ILLNESS**

For students with a chronic medical condition, parents can request medical documentation from the treating physician to share the duration of the medical care. The notification provides school officials with the duration of the treatment, however more specific info may be requested by school officials to determine medical excuses.

**IT IS THE RESPONSIBILITY OF THE STUDENT TO OBTAIN MAKE-UP WORK FOLLOWING AN ABSENCE.** In general, students have the same number of days that they were absent to complete missing assignments. Students must bear in mind that employers are concerned about your school attendance history. Employers will not hire people who will not be on the job every day. A student with a poor attendance record would be an employment risk.

### **UNEXCUSED ABSENCES**

Student absences for reasons not listed or excused by the school district policy and procedures are considered unexcused. Below are some examples of unexcused absences from school:

- |   |                             |
|---|-----------------------------|
| 1. Car trouble                              | 9. Running errands          |
| 2. Oversleeping                             | 10. Barber/beauty shop      |
| 3. Senior pictures                          | 11. Hitchhiking             |
| 4. Missing bus                              | 12. Inability to get a ride |
| 5. Traffic                                  | 13. Up late working         |
| 6. Job interview                            | 14. Studying                |
| 7. Driving school                           | 15. Completing a project    |
| 8. Baby-sitting in non-emergency situations | 16. Dress code violation    |
|   | 17. Socializing             |

### **HABITUAL TRUANCY**

#### **Notice of excessive absences**

The school attendance officer will notify parents, guardians, and custodians if the child is absent with or without legitimate excuse from school for 38 or more hours (6 or more school days) in one school month, or 65 or more hours in one school year (10 or more school days).

Under **HB 410 [ORC 2151.011(18)]** the definition of “habitual truancy” moves from defining truancy in terms of days missed to hours missed, meaning a student is considered to be habitually truant if they have missed:

- 30 or more consecutive school hours (5 or more school days)
- 42 or more hours in one school month (7 or more school days)
- 72 or more hours in one school year (12 or more school days)



Once a student has exceeded the threshold above, the student will be declared habitually truant. An “Attendance Intervention Team” (AIT), which may include a school administrator, school counselor, teacher, student, and parent will be created to develop individual interventions (Attendance Intervention Plan) with students to address the underlying reasons for absences, such as substance abuse, family needs, personal conflict, lack of resources, transportation, or other issues that may not require court intervention. Membership of each team may vary based upon the individual needs of the student and may also include other district officials or outside resources.

**The school attendance officer will file a complaint with the juvenile court alleging that the child is unruly, provided that all of the following apply:**

1. The student was absent without legitimate excuse from school for 30 or more consecutive hours (5 or more school days), 42 or more hours in one school month, or 72 or more hours in one school year;
  2. The school has made meaningful attempts to reengage the student through the attendance intervention plan and any offered alternatives to adjudication; and
  3. The student has refused to participate or failed to make satisfactory progress on the attendance intervention plan or any alternative to adjudication.
- Also, the attendance officer is required to file a complaint against a student who, at any time during the implementation phase of the attendance intervention plan, is absent without legitimate cause for 30 or more consecutive hours (5 or more school days) or 42 or more hours in one school month, unless the AIT has determined that the student has made substantial progress on the attendance intervention plan.

**Consequences for failure to send a child to school**

HB 410 specifically prohibits any person, including a child’s parent, guardian, or custodian, from acting in a way that contributes to an adjudication of the child as a delinquent child for violating court order adjudicating the child an unruly child for being habitual truant. Violation of that prohibition is a first degree misdemeanor.

A student is not permitted to call himself/herself off from school unless he/she has been designated as an independent student per LHS policy.

**A student will also receive an unauthorized absence for the following situations:**

1. Written statement is not received from parent/guardian within five days of absence
2. Written statement is not received from parent/guardian within five days of absence EVEN if a doctor’s note is submitted to the attendance office within ten days following the absence



**UNEXCUSED ABSENCE:**

1. If a student arrives before 9:28 a.m. without an excuse, the student will be considered tardy to school.
2. If a student arrives after 9:28 a.m. the student will be considered partially absent and the exact time missed will be counted toward the student’s total missed hours.
3. If a student leaves at any point during the school day without an excuse, missed time will be counted towards the student’s total missed hours.

Students arriving to school late must report to the Attendance Office.

Students can be called “off” at 330-898-0807, but a written statement must be turned in within five (5) days of the absence to the attendance office.

**ATTENDANCE CREDIT**

After a student has been absent from school 38 or more hours in either semester and/or 65 or more hours in one school year, a letter shall be sent to the parents as notification, a student who is absent from school/class more than 60 hours in one semester, or more than 120 hours in one year would be subject to loss of credit. A letter will also be sent to parents after students have exceeded 60 hours absent per semester and/or 120 hours absent per year notifying them of their failure to earn credit for the course. All unexcused absences will be counted. All doctor excuses must have specific dates. Doctor excuses must be presented to the attendance office no later than ten (10) days after the date of the absence.

**ATTENDANCE CONTRACT**

Students/families who are unable to produce documentation excusing absences will be placed on an attendance contract that may restore credit to the class in question. Students who fulfill their attendance contract will have their grades restored at the conclusion of the semester or school year. Failure to fulfill the requirements of the attendance contract will result in permanent loss of credit. Students in violation of the attendance contract may be required to forfeit any/all extra-curriculars.

**UNEXCUSED TARDINESS TO CLASS:**

1st offense	Warning by teacher.
2nd offense & any additional	Admit to class and detention issued by teacher; recorded in office through detention slip.
5th Offense	Conference. Detention for two (2) days and any subsequent tardy will result in Saturday school assignment, in school suspension, or out of school suspension.



**UNEXCUSED TARDINESS TO SCHOOL:**

1st offense	Documentation.
2nd offense	Conference.
3rd & 4th offense	One detention and loss of driving or riding privileges where applicable.
5th offense	Saturday school assignment, and any subsequent tardy will result in additional Saturday school assignment, in school suspension or out of school suspension.

It is understood that occasionally a circumstance will occur that will lead to tardiness to school. Tardiness is excused only by medical excuse. Tardiness ends at the end of second period. Any time missed, whether tardy, partial day, or full day, will be counted toward the student's total absence hours.

A student tardy to school/ homeroom must report to the attendance office with an excuse.

**LATE ARRIVAL/EARLY RELEASE**

A student on late arrival/early release will be required to sign an agreement stating the times for arrival and release. His/her parents or guardian will also be required to sign the agreement. No exceptions will be made for 18 year old students. If the agreement is not followed, the privilege may be revoked.

Late Arrival/Early Release may be granted for:

1. CBI students employed in a job related to their program with coordinator's approval. Release time will be granted at the conclusion of necessary academic courses.
2. CCP students enrolled in off-campus or online classes.
3. Students enrolled in the TCESC Education Extension Program.
4. Senior students in good standing that have 1<sup>st</sup> or 8<sup>th</sup> period study hall.

To maintain this **PRIVILEGE** a student **MUST**:

1. Have no major or excessive violations of the Student Code of Conduct.
2. Have no excessive tardies or absences.
3. Have a signed late arrival/early release form on file in the Attendance Office.
4. Remain in good standing regarding academics, behavior, and attendance.
5. Not return to campus unless it is for an after-school sponsored activity.



**\*Students participating in athletics should review their schedule with the AD for eligibility.**

## **SECTION V: STUDENT DISCIPLINE**

Classroom teachers will be encouraged to handle their own classroom discipline matters in a variety of ways to bring about desirable student behavior. In some cases, the school administration will be involved in discipline-related matters. Detention or suspension may be employed in an attempt to change undesirable student behavior.

Students who refuse to sign discipline forms, whether Saturday detention, ALC, or OSS, must still serve the consequence. Signing the form only means that the student verifies that a copy will be given to him or her, it does not suggest agreement. Students who react inappropriately to a disciplinary action may receive an additional consequence.

### **DENIAL OF SCHOOL PRIVILEGES**

Students at any grade level may be denied school privileges by the administration. Such privileges may include, but are not limited to, the following:

1. Eating with friends in the cafeteria.
2. Movement in the classroom normally permitted by students who exhibit good citizenship.
3. Moving freely in non-classroom areas of the school.
4. Attending school assemblies.
5. Attending/participating in athletics or other co-curricular activities.
6. Permanent passes.
7. Computer/Technology access.

### **DETENTION**

1. Detention will start promptly at 2:20 p.m. and end at 3:05 p.m. If a student is late, an additional day of detention will be added.
2. If a student skips detention, an additional day of detention will be added.
3. Skipping a second day of detention in the same grading period will result in Saturday school.
4. Students will be on time, there will be no talking, sleeping, or distractions.
5. Students will be permitted to work on school-related books and assignments only.
6. Four days detention in the same grading period will result in the notification of the parents and conference with the administration.
7. Five days detention in the same grading period, and each succeeding detention will result in Saturday school, in school suspension, or out of school suspension at the discretion of the administration.
8. Families will be notified of detentions through an all-call and/or email.



### **CLASS DETENTION**

1. Assigned by school administrator.
2. Students will be assigned to ALC for a class period for chronic violations of the Student Code of Conduct in that classroom.
3. All ALC rules apply.

### **SATURDAY SCHOOL DETENTION**

Students continue to attend classes while being held accountable for their actions when violating school conduct regulations. Classes for Saturday school will be at LHS on designated Saturdays. Class time shall be from 8:00 a.m. until 11:30 a.m.

1. Transportation to and from Saturday school detention is the responsibility of the parent /guardian. Assigned student must attend the entire three and one-half (3-1/2) hour session to receive credit for attendance.
2. Students shall arrive on time with sufficient educational materials including paper, writing utensil and related text for classroom work to maintain a busy work environment for the entire time period.
3. Arriving late, leaving early or failing to attend will result in disciplinary action.
4. While in Saturday detention students are not permitted to talk, drink beverages, eat, read magazines, have any electronic devices, have visitors, sleep and break any other rules issued in the student handbook.
5. All student conduct rules adopted by the LaBrae Board of Education shall be in effect and enforced.
6. Failure to serve Saturday Detention without proper excuse or communication will result in an Out-of-School Suspension (OSS).

### **STUDENTS WILL BE EXCUSED FROM SATURDAY SCHOOL FOR THE FOLLOWING REASONS:**

Medical or dental excuse (note from the doctor's office must be brought to the attendance office the following day with date and time of visit), death in the immediate family, and subpoena to court. Failure to serve Saturday Detention without proper excuse or communication will result in an Out-of-School Suspension (OSS).

### **ALTERNATIVE LEARNING CENTER**

Alternative Learning Center is an alternate to "out of school suspension." At the discretion of the school administration, certain offenses will be issued a day(s) of alternative learning center (ALC) as part of the discipline process. Students assigned to ALC continue to attend school while being held accountable for their actions when violating school conduct regulations.

1. Assigned students must attend for the entire length of the school day to receive credit for attendance.
2. They may not talk, sleep, or disrupt the ALC period. Students will be expected to follow the school conduct regulations for the assignment to remain eligible for extra-curricular activities that day.



3. Assigned students may request academic support from a support teacher supervising the program.
4. Classroom teachers will provide daily assignments to students in the program. All necessary resources will be provided to the students to complete class assignments; however, students shall arrive with sufficient educational materials including paper, writing utensil and related text for classroom work to maintain a busy work environment for the entire school day.
5. All phases of the alternative learning center program must be completed to earn credit for serving in ALC. Students who fail to complete school and/or alternative assignments will not receive credit for the day's ALC.
6. Any student removed from ALC due to behavior or other disciplinary actions will be assigned OSS.
7. Restroom breaks will occur when student traffic is limited.

#### **EMERGENCY REMOVAL**

Emergency removal may be used when a student's presence poses a continuing danger to persons, property, him/her, or an ongoing threat of disrupting the academic environment. Students may be removed by the administration from school or after school activities.

#### **OUT-OF-SCHOOL SUSPENSION**

Before a student may be suspended, expelled or permanently excluded from school, there are specific procedures that must be followed.

1. Confronted by the building principal or assistant principal and notified that the student will be suspended from school: the reason(s) and opportunity for the pupil to comment on the reason(s) given.
2. Letter is sent within 24 hours to the parent or guardian, explaining the number of days and reason(s) for the suspension.
3. Parent or guardian is given the opportunity to schedule a conference with the building principal or assistant principal relating to the suspension for the purpose of returning the student to the classroom.
4. Parent or guardian can request a hearing regarding the suspension before an executive meeting of the LaBrae Board of Education.
5. The Board of Education, after an investigation has been made concerning the suspension of the student, will render a decision of returning the student to the classroom or sustaining the suspension as handed down by the administration.

It is the responsibility of the student to complete work while suspended by meeting the following criteria below:

- A. Email/contact teachers to get assignments
- B. Complete assignments while serving OSS
- C. Work is to be submitted within one day of returning to school



- D. Students will receive a 25% deduction on every assignment during the suspension.

### **SUSPENSION APPEALS**

Parents/guardians have the right to appeal a suspension to the Superintendent. The appeal must be made in writing to the Superintendent's office within ten (10) days of the date of the Notice of Suspension.

### **EXPULSION**

When a student is being considered for expulsion, the student and parent will receive a formal letter of notification addressed to the parents. Students being considered for expulsion may or may not be removed immediately. A formal hearing is scheduled with the superintendent during which the student may be represented by his/her parents, legal counsel and/or person of his/her choice. Within ten (10) days after the Superintendent notifies the parents of the expulsion, the expulsion can be appealed, in writing to the Board of Education. The appeal will also be formal in nature with sworn testimony before officials designated by the Board of Education. Again, the right to representation is available. If the expulsion is upheld, the next step is the appeal process to the Court of Common Pleas. All opportunity to earn grades or credit ends when a student is expelled.

### **INTERROGATION OF STUDENTS**

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

### **STUDENT CODE OF CONDUCT**

The following shall be sufficient grounds for the administration and/or the LaBrae Local Board of Education to initiate disciplinary action against any student or students found to be in violation of any item or terms in this policy. Disciplinary action will be taken on an individual basis by the administration in accordance with Sections 3313.66 and 3319.41 of the Ohio Revised Code. The disciplinary action may result in suspension, expulsion or referral to juvenile authorities. Violations shall include, but are not limited to:

ACA – AUTOMATIC CORRECTIVE ACTION



**1. Destruction of Property**

1A Damage or destruction of school property, property of school employees, property of other students, and/or visitors or volunteers, on or off school premises

ACA: Restitution will be made for damaged property

1st OFF: Saturday detention or OSS 1-3 days (damages in excess of \$100) w/referral to SRO

2nd OFF: 3-5 Day OSS w/referral to SRO

3rd OFF: 5-10 Day OSS/recommendation for expulsion/referral to SRO

1B Damage or destruction of private property on school premises or in areas controlled by the school

**2. Bullying/Harassment**

Harassment, bullying, and intimidation means: any intentional writing, verbal, electronic, or physical act that a student or group of students exhibits towards a student, school staff, of visitor/volunteer more than once and the behavior persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

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

Any student who believes, or has reason to believe, he/she or another individual has been harassed must file a report in the Assistant Principal’s office. After receiving the report, the investigator will verify the complaint.

**Bullying may include, but is not limited to:**

**2.1** Spreading rumors

**2.2** Writing slanderous comments

**2.3** Intimidating or threatening others

**2.4** Taking or damaging other students’ possessions

**2.5** Sending/posting/sharing offensive messages via technology

**2.6** Repeated taunting, ridiculing, and name calling

**2.7** Hazing

**2.8** Persuading peers to intentionally exclude or reject other students

**2.9** Other \_\_\_\_\_

**3. Insubordination**

**3.1** Failure to follow request of those employees of the school district who shall have responsibility of instruction, supervision, or administration of any school sponsored course, program event or activity. Further, this includes those people who provide services which shall affect the health, safety, or welfare of the school



population, i.e. bus drivers, custodians, secretaries, clerk-typists, aides—when in performance of their duties.

**3.2 Academic insubordination:** Student does not respond to the directions of a classroom teacher, aid, substitute, etc, does not complete/attempt assigned work in class, and does not accept help when given are all considered unacceptable classroom behaviors.

**3.3 Failure to accept discipline or punishment**

**4. Failure to complete assignments (per semester)**

3<sup>rd</sup> missing assignment Student/teacher conference

4<sup>th</sup> missing assignment Detention (teacher) – Failure to complete assignments

5<sup>th</sup> missing assignment Detention (teacher) Parent/guardian phone call (teacher)

**5. Disrespect**

Verbal disrespect, defiance, obscene gestures, or threatening a teacher or district employee.

**6. Falsifying of information**

**6.1** Forgery of school related documents

**6.2** Students making false statements/accusations of discrimination and harassment may be subject to discipline.

ACA: Saturday detention and parent/guardian contact

**6.3** Cheating or plagiarizing

Cheating/plagiarism/appearance of cheating is defined by taking, giving, or using ideas, writings or information from another source (including AI) and offering them as your own. Cheating and plagiarism involve any of the following actions:

6.31 Using another person’s work as your own

6.32 Copying assignments that will be turned in as you own

6.33 Exchanging assignments electronically or by print out

6.34 Writing formulas, codes, key words, etc., on your person or objects

6.35 Using unauthorized reference sheets

6.36 Exchanging answers with others

6.37 Taking someone else’s assignment and turning it in as your own

6.38 Submitting material without giving credit to source

6.39 Other \_\_\_\_\_

ACA: Saturday detention, zero on the assignment, parent/guardian contact

**7. Theft, removal without permission, or possession of public or private property.**

1<sup>st</sup> OFF: Saturday detention or OSS and referral to SRO

2<sup>nd</sup> OFF: 3-5 day OSS and referral to SRO

3<sup>rd</sup> OFF: 5-10 OSS and/or recommendation for expulsion and referral to SRO



**8. Inciting**

Inciting or participating in any unauthorized assembly that disrupts the normal operation or atmosphere of the school and its program or incites violence or aggressive behavior.

ACA: Disruption of school due to school threat, etc.

1st OFF: Expulsion, contact law enforcement

**9. Possession, sale, or distribution of weapons or object which may be considered an instrument of violence.**

No student should knowingly possess, handle, or transmit dangerous weapons, objects which resemble weapons, ammunition, counterfeit weapons, etc.

ACA: Use or possession of weapons

1st OFF: Expulsion

**10. Failure to Show Reasonable Care**

Failure to show reasonable care in the use of textbooks, equipment, supplies, and facilities provided by the public through the LaBrae Local Board of Education.

**11. Public display of affection**

**12. Disobedience/Misconduct**

**13. Possession, use, distribution, under the influence, or sale of alcoholic beverage and/or prescribed/unprescribed drugs, or counterfeit substances or any paraphernalia used in conjunction with the aforementioned items while on school property.**

ACA: Selling, sharing, distribution of drugs and/or alcohol

1st OFF: Expulsion, contact SRO

ACA: Possession or use of drugs/alcohol

1st OFF: 10 day OSS/treatment, contact SRO and social worker

2nd OFF: Expulsion, contact SRO and social worker

**14. Possession, Use, Distribution, or Sale of tobacco, e-cigarettes, vapes, and related products or any paraphernalia used in conjunction with the aforementioned items while on school property.**

ACA: Any violation of 14.0

1st OFF: Saturday Detention

2nd OFF: 1 day OSS, referral to social worker

3rd OFF: 3 day-5 day OSS, referral to social worker

4th OFF: 5 day-10 day OSS, referral to social worker, recommendation for expulsion



**15. Unauthorized use of electronic device**

Students may be allowed to possess electronic devices while on school property as long as these devices are turned off during restricted times and locations. It is the policy of LHS that cell phone usage or the usage of any camera or other recording device is prohibited in all rest rooms and locker rooms on LHS premises. In addition, students are not permitted to record/store/send/transmit the spoken word or visual image of any person, including other students or staff members, or educational materials. Contents of cell phone may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the student code of content. Sexually explicit content in phones or sexting could result in criminal charges. The district assumes no liability if these devices are broken, lost, or stolen.

ACA

Students speaking on a phone in locker room/rest room – Saturday detention

Students recording/taking pictures in locker room/rest room – 1 day OSS

Students recording/taking pictures of staff – 1 day OSS

**16. Fighting/aggressive behavior**

Fighting or deliberately provoking others while on the property regulated by the LaBrae Local Board of Education.

ACA: Fighting with students

1st OFF: 3-5 Day OSS

2nd OFF: 5-10 Day OSS

3rd OFF: 10 Day OSS/recommendation for expulsion

ACA: Fighting with school staff

1st OFF: 10 Day OSS/recommendation for expulsion

**17. Language and/or action profane, abusive or suggestive nature, including public display of affection, oral or written obscene language, which shall have been directed to or used in reference to any person while on school property or while attending or participating in any activity, event, or function sponsored by LHS.**

ACA: Violation of 16.0 to staff

1st OFF: 3-5 Day OSS

2nd OFF: 5-10 Day OSS

3rd OFF: 10 Day OSS/recommendation for expulsion

**18. Threatening or Assaulting**

Threatening or Assaulting any other student, teacher, employee, or any other person while on the property regulated by the LaBrae Local Board of Education. Further, this shall include such threat(s) or assault(s) which occur while attending or participating in any event, regardless of location, in which a LaBrae team, squad, group, or individual is participating as a representative of the LaBrae Local Schools.



## **19. Truancy**

**19.1** Unauthorized absence from school.

Under **HB 410 [ORC 2151.011(18)]** the definition of “habitual truancy” moves from defining truancy in terms of days missed to hours missed, meaning a student is considered to be habitually truant if they have missed 30 or more consecutive school hours (5 or more school days), 42 or more hours in one school month (7 or more school days), 72 or more hours in one school year (12 or more school days)

**19.2** Unauthorized departure from the school building during school hours.

1st OFF: 1 Saturday detention/5 day loss of driving privileges

2nd OFF: 3 Saturday detentions/10 day loss of driving privileges

3rd OFF: 3-5 Day OSS/loss of driving privileges for the year

4th OFF: 5-10 Day OSS

5th OFF: 10 Day OSS/recommendation for expulsion

**19.3** Unexcused absence from class.

## **20. Acceptable Use Policy**

Computer Network and Internet Acceptable use Policy and Agreement. Students shall not violate any provisions of the agreement.

## **21. Student Dress Code**

The purpose for implementing this student dress code for all students in grades 9-12 is to strengthen the learning environment for classroom instruction and academic performance, prevent disruption to the educational process, prevent distraction to students and staff, facilitate learning, increase the atmosphere for school pride and personal appearance, and enhance the image of students and the school in the LaBrae community.

**21.1** Hair color, including highlights, must be within the spectrum of color that hair grows naturally, such as shades of blonde, black, auburn/red, and brunette. Mohawks, long spikes, and other extreme hair styles which are disruptive/distracting to the educational process or pose a safety hazard are not permitted. Hair must not be worn in a way which obstructs the natural vision of students or staff members.

**21.2** Facial hair must be neatly trimmed, presentable and not draw undue attention or contribute to classroom disruption.

**21.3** Clothing that is too tight, too revealing or having a suggestive nature is not to be worn. All clothing should be neat and clean. No cut-offs are permitted. Leggings, tights, yoga pants, etc. must be worn with a top, skirt, or dress that is fingertip length.

**21.4** Skirts/shorts must be fingertip length when arms are relaxed at the side.

**21.5** Pants guidelines: Pants that are distressed or have holes can only have holes below the fingertips when arms are relaxed at this side. Pants must be worn at



the natural waist and are not to be saggy or baggy displaying skin or undergarments. Chains, pajamas/sleepwear, or visible undergarments are not permitted.

**21.6** Top guidelines: Tank tops, halter tops, strapless tops, tops with spaghetti straps, muscle shirts, or tops considered to be revealing are not permitted. Also, tops must be long enough to be tucked in and stay in while in any position.

**21.7** In addition, any article of clothing, accessory, or tattoo that promotes gangs, subversive groups, drugs, alcohol, tobacco, sex, violence, criminal activity, or is offensive or degrading, is not permitted.

**21.8** Visible body piercings other than ears are not to be worn at school or school activities. No gauging of any kind will be permitted. Exception: small single stud or hoop in the nose.

**21.9** Hats, hoods, headbands, or headgear are not to be worn in the building by students.

**21.10** "Winter" type coats intended for outdoor use are not permitted in the classroom.

**21.11** Wallet chains, spiked wrist bands and spiked necklaces are not permitted to be worn or brought into the school building.

**21.12** Book bags/backpacks are permitted in the building but must be checked in lockers prior to the tardy bell and remain there until the dismissal bell (except to and from gym class).

**21.13** Purses may be carried to class; however, all purses are to be on the back of the student's chair or on the floor, but not a tripping hazard. Purses are not permitted on student's desks.

#### **DRESS CODE VIOLATIONS (BY SEMESTER)**

- 1st Offense: (Warning and Correction) The student shall be given an opportunity to correct the infraction in school by calling home for appropriate clothing.
- 2nd Offense: (Correction and Detention) The student will be assigned detention. The student must correct the infraction to remain in school.
- 3rd Offense: (Correction and Saturday Detention) The student will be assigned Saturday detention. The student must correct the infraction to remain in school.
- Fourth Offense and beyond: The student will be assigned Out-of-School Suspension (OSS). The student must correct the infraction to remain in school.

#### ***Administrative Discretion***

The school administration has the ultimate authority in all student conduct code violations and reserves the right for discretionary deviation from the aforementioned policies.

#### **ANTI-HARASSMENT POLICY**

The LaBrae Board of Education actively endorses equality in employment and in education without regard to sex, color, race, national origin, religion, age or disability in accordance



with applicable federal, state and local laws. This Board of Education believes that all students are entitled to study in an environment that is free from harassment including any form of hazing. The Board prohibits harassment based upon sex, color, race, national origin, religion, age or disability. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly, a term or condition of an individual's academic performance, or participation in school-related activity.
2. Submission to or rejection of such conduct is used as the basis for evaluating a student's academic performance or participating in school-related activity.
3. Such conduct has the purpose or effect of unreasonably interfering with a student's academic or school-related performance, or creating an intimidating, hostile or offensive school environment.

Examples of sexual harassment may include, but are not limited to sexual flirtations, advances or proposition, unwanted body contact, exposure of private body parts, verbal remarks about an individual's body, sexual name-calling use of sexually degrading words toward or about an individual, and the display of sexually suggestive object or picture. Disciplinary action will be taken on an individual basis by the administration in accordance with Sections 3313.66 and 3319.41 of the Ohio Revised Code. The disciplinary action may result in suspension, expulsion or referral to juvenile authorities.

Any student who believes he/she has been subjected to harassment as described in this policy is encouraged to confront the offender in an effort to stop the offensive behavior. Any student who believes, or has reason to believe, he/she or another individual has been harassed as described in this policy must report the alleged harassment to the building principal or designee. The building principal or designee who receives a report of alleged harassment shall, in turn, report the alleged harassment to the administrator appointed by the superintendent as designee to process allegations of harassment under this policy.

After receiving a report of alleged harassment, the appointed administrator or designee will determine whether the matter can be resolved informally. If the matter cannot be resolved informally, the allegations must be affirmed in a written complaint and a prompt appropriate investigation will be made to determine the corrective action to be taken, if any.

Reports of alleged harassment will be handled confidentially to the extent possible and allowed by applicable law(s). Any individual who alleges harassment in bad faith or participates in any investigation in bad faith will be subject to corrective action as provided herein.



Corrective action for students may include disciplinary action up to including suspension/expulsion consistent with the applicable Student Code of Conduct, Board Policy and law. All parties shall have the right to appeal to the next administrative level up to the superintendent.

The superintendent or designee shall issue procedures as may be needed to execute this policy. The superintendent will review this policy periodically.

**APPROPRIATE USE OF PERSONAL COMMUNICATION DEVICE (PCD)**

Possession of a cellular telephone or other personal communication device (PCD) such as smart watches, ipods, personal tablets, etc. by a student is a privilege, which may be forfeited by the student if the student turns it on, uses it or allows it to be visible during the school day without permission. PCDs may be used during the school day at the discretion of the individual classroom teacher for educational purposes only. Ear buds/headphones are only permitted in areas of the building designated by administration.

The use of PCDs must not create a distraction or a disruption at school or school related activities. The following guidelines summarize appropriate use of cell phones at LHS:

1. Use of cell phones for any voice communication is not permitted during school hours.
2. Cell phones must be muted during school hours.
3. Teachers have the right to collect cell phones in their class. Cell phones will be collected, stowed, and returned at the end of the class.
4. LHS assumes no responsibility for the theft, loss, or damage of a cell phone. Students bring these devices to LHS at their own risk.
5. Cell phones may possess advanced functions including internet access, email, eReader, and video/audio playback functions. These functions may be used during the appropriate time and in the appropriate area. Earbuds are required for video/audio functions. The use of earbuds must be at a volume that does not disrupt others.
6. Students are not to use/wear earbuds/headphones in the hallways between classes, during arrival and dismissal time – this can be a distraction to the student and cause potential safety hazards.
7. Cell phone use by area:
  - A. Classroom: Teacher Discretion
  - B. Hallways: YES – Must be muted and stowed by 7:40.
  - C. Study Halls: NO
  - D. Breakfast: YES – Must be muted and stowed by 7:40.
  - E. Lunch: YES – Must be muted and stowed before leaving.
  - F. Library: NO
  - G. Restroom: NO
  - H. Locker Room: NO
  - I. Assemblies: NO



8. Restrictions and Expectations:

- A. The video/audio recording or photography of students or staff members is prohibited.
- B. Accessing, sharing, disseminating inappropriate content, including pornography, material with abusive language, drug/alcohol/weapon related content, or any other information that can be deemed harmful or shocking to students/staff.
- C. Any and all harassment/bullying and intimidation behaviors per the LaBrae Local Schools policy on “electronic” acts.

**CELL PHONE VIOLATIONS (BY SEMESTER)**

- 1st Offense: (Warning and Confiscation) The student will be issued a warning and the cell phone will be confiscated. Confiscated phones can be picked up after class.
- 2nd Offense: (Confiscation and Detention) The student will be assigned detention and the cell phone will be confiscated. Confiscated phones can be picked up after class.
- 3rd Offense: (Confiscation and Saturday Detention) The student will be assigned Saturday detention and the cell phone will be confiscated. Confiscated phones can be picked up after school.
- Fourth Offense and beyond (Confiscation and Out-of-School Suspension): The student will be assigned Out-of-School Suspension (OSS) and the cell phone will be confiscated. Confiscated phones can be picked up after school.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCDs.

**DANGEROUS WEAPONS IN SCHOOL**

ORC 3313.66, 3313.661

The LaBrae Board of Education is committed to providing the students with an educational environment, which is free of the dangers of firearms, knives and other dangerous weapons in the schools.

The definition of a firearm shall include any weapon (including a starter gun), which will or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver or any such weapon, any firearm muffler or firearm silencer, or any destructive device (as defined in 18 U.S.C.A. Sections 921-924), which includes but is not limited to any explosives, incendiary, or poisonous gas; bomb, grenade,



or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle.

If a student possesses a firearm or knife on school property, in a school vehicle or to any school-sponsored activity, he/she shall be expelled from school for a period of one calendar year.

Students who possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razor

knives, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, shall be subject to expulsion.

#### **STUDENT HANDBOOKS**

Any student/parent, upon requesting permission from the principal, assistant principal, or designee may review district policy adopted by the LaBrae Board of Education. The handbooks can be found on the school website.