

Leetonia Exempted Village School District

STUDENT HANDBOOK Grades 6 - 12

2025-2026 School Year



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**LEETONIA JR/SR HIGH SCHOOL
STUDENT/PARENT HANDBOOK**

INTRODUCTION

PRINCIPAL'S GREETING

Welcome to Leetonia Jr./Sr. High School. The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it.

In order to provide a safe and productive learning environment for students, staff, parents and visitors, this Student/Parent handbook explains students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this handbook with their child(ren). Please sign and return the Parent/Student Acknowledgement form located on the last page of this handbook. If you have any questions, please do not hesitate to contact me.

Tim Fairfield

- Mr. Timothy Fairfield 6-12 Principal
- Ms. Mary Rice 6-12 Counselor
- Ms. Christa Chestnut Stark 6-12 Secretary
- Mr. Tony DelBoccio K-12 Superintendent

Student Code of Conduct (including Student Discipline Code) adopted by the Board of Education on June 25, 2025.

FORWARD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in the handbook and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in the handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects.

LEETONIA SCHOOLS MISSION STATEMENT

The mission of the Leetonia School District is to provide a superior education enabling all students to become productive and dedicated citizens in our community and society.

SCOPE OF JURISDICTION

The policies of the Student Handbook are in effect whenever students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities and while at interscholastic competitions, extracurricular events, or other school activities or programs on or off the Leetonia School grounds.

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 obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the appropriate staff member.

Adult students (age 18 or older) must follow all school rules.

If residing at home, adult students are encouraged to include their parents in their educational program.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the School via our family alert phone system, our website, progress book, email and/or facsimile by filling out the appropriate form available in the school's administrative office. 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.

EQUAL EDUCATION OPPORTUNITY

This district provides an equal educational opportunity for all students. Any person who believes that she/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s): Mr. Tim Fairfield 6-12 Principal, 450 Walnut Street, Leetonia, Ohio 44431, Phone: (330) 427-6594 Ext: 31143, tfairfield@leetonia.k12.oh.us.

SCHOOL SAFETY

FIRE

(Announcement will be made)

(Students will be instructed and trained.)

Every individual is required by law to vacate the building when the fire alarm is sounded. Everyone must be at least 50 feet from the building during a fire drill. Evacuation should be done in a quiet and orderly manner.

TORNADO

(Announcement will be made)

(Students will be instructed and trained.)

1. When a tornado warning is received or a tornado has been sighted a PA announcement will be made in conjunction with the warning siren.
2. Students will move quickly and quietly to the designated tornado drill areas which will be posted in each room.

LOCKDOWN

(Announcement will be made)
(Students will be instructed and trained.)

STUDENT RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Upon **PRIOR** administrative approval students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

Material cannot be displayed if it:

- Is obscene, libelous, or pervasively indecent or vulgar;
- Advertises any product or service not permitted to minors by law;
- Intends to be insulting or harassing;
- Intends to incite fighting; or assault.
- Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations or the commission of an unlawful act.

COMPLIANCE OFFICER FOR POLICY #'S 1662, 3362, 4362, 5517, 557.02

(Refer to Board Policies)

Timothy Fairfield
Principal 6-12
450 Walnut Street
Leetonia, Ohio 44431 Phone: (330) 427-6594 Ext: 31143
tfairfield@leetonia.k12.oh.us

Homeless Students

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services (K-8 only), participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students. Leetonia School District's Homeless Liaison is the Superintendent (Mr. Tony DelBoccio). Please contact him at (330-427-6594, ext: 31013.)

ACADEMICS

GRADING POLICY, GPA, AND HONOR ROLL

Percentages, Letter Grades and Quality Points		
100 - 92 A	Quality Points = 4.0	
91- 83 B	Quality Points = 3.0	
82 - 74 C	Quality Points = 2.0	
73 - 65 D	Quality Points = 1.0	
64 or less F	Quality Points = 0.0	(Lowest F is set to 50% for the quarter final)

GRADE POINT AVERAGE

Cumulative grade point average is determined by the student's final grade. Senior class ranking for purposes of college applications, announcements, etc. will be based on seven (7) semesters of high school. The official class ranking is based on the final grades at the end of the eighth (8th) semester. (Note: Class rank could change from the 7th to 8th semester.)

ACADEMIC CREDIT: The attainment of academic credit for a curricular offering is based upon successful completion of each course as based upon the grading scale, the completion of all assigned work for the course and attendance in the class in accordance with the school's attendance policy. High School credits (Carnegie Units) are established in accordance with specific clock hours. Absence in excess of the school's attendance standard can result in credit being withheld. Absence and tardiness will count cumulatively toward the limitation established.

STUDENT PROGRESS/PROGRESS BOOK

All students and parents/guardians are provided with Progress Book accounts at the beginning of the school year. Report cards are available on line at the end of each grading period (nine weeks) of the school year. There will be two grading sessions per semester. Parents have continual access to student grades via Progress Book. Final report cards will be mailed home. The school applies the following grading system:

The policy of the Leetonia Exempted Village School District states that parents can/will:

1. Utilize Progress Book in checking grades as a method of communication with teachers.
2. Parents are expected/encouraged to contact teachers via email if they have questions or concerns.
3. Schedule/Attend parent-teacher conferences at such times and in such places as will ensure the greatest degree of participation by parents.

PHYSICAL EDUCATION WAIVER

Students who have participated in interscholastic athletics, marching band, or cheerleading for at least two (2) full (healthy) seasons (season's must be completed without significant injury or issues that result in not participating), while enrolled in grades 9 through 12 and as documented by the Instructor/Head Coach or Athletic Director may be excused from the high school physical education requirement. Students electing such an excuse shall complete one-half (1/2) units of at least sixty (60) hours of instruction in another course of study which is designated by the board as meeting the high school curriculum requirements.

PHYSICAL EDUCATION ATTENDANCE AND PARTICIPATION

Students may be withdrawn from physical education class with the grade of “WF” (withdrawal “F”) under the following conditions

1. The student does not meet requirements for participating.
2. Principal has the final decisions on any removal for unusual circumstances.
3. Taking PE online is only an option for documented medical situations and schedule conflicts.
4. Students with extenuating circumstances, such as extensive excused absences due to illness or injury, will be asked to complete equivalent written work for each day/unit missed. The assignment will be determined by the physical education teacher and the principal.

Students completing 2 full healthy seasons of athletics, cheer, or marching band will receive credit for Physical Education unless the parent/guardian expresses in writing to the guidance counselor before the second week of each semester that they do not want their student to receive the waiver.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School’s co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. The “Student Medication Policy” applies to all field trips. An assigned staff member will administer medication to students on the trip. The Student Code of Conduct applies to all field trips

- Attendance rules apply to all field trips.
- While the district encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Students who violate school rules may lose the privilege to go on field trips.
- Students who fail to maintain adequate attendance may lose the privilege to go on field trips.

DISTRICT’S COLLEGE CREDIT PLUS PROGRAM EDUCATIONAL OPTIONS

Leetonia Schools provides alternative means by which a student can achieve the goals of the district, as well as his/her personal educational goals.

In order to participate in an Educational Option, the student must first submit an application according to deadlines of the school year for approval by the College and/or Principal. Students under the age of 18 may only participate with the written consent of their parent or guardian. Applications are available in the guidance office. Credit will be granted upon the successful completion of an approved program and will be placed on the student’s transcript.

- Student performance shall be evaluated by awarding letter grades.

Any student in grades 7 through 12 may enroll in a College Credit Plus Program provided she/he meets the requirements established by law and by the District. A student may be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Student participation requires

written consent of the Superintendent and, for students under 18, written consent of the parents or attendance in counseling services offered with this educational option.

Any interested student should contact the counselor's office to obtain the necessary information.

College Credit Plus courses are all considered honors classes. Students must have a minimum grade point average of at least 3.2 to be considered for top-honors status. Leetonia Online courses will be averaged into a student's GPA but are not expected to replace seat time instruction in regards to honors courses.

GRADUATION POLICIES

Twenty-two (22) units of credit above the eighth grade, as a minimum, shall be required for graduation.

The units must include:

- **English**-(4 credit), **Social Studies**-(3 credits), **Mathematics**-(4 credits)
- **Science**-(3 credits), **Health**-(½ credit), **Physical Education**-(½ credit)

Students must also have one credit of a fine art, which includes:

- **Band, Choir, Art or Drama**

Also, required one semester of the following:

- **RISE UP/ OMJ (Ohio Means Jobs)**
- **Public Speaking**
- **Financial Literacy**

Credit earned in the seventeen and half (17.5) required credits, plus a minimum of credits of 4.5 earned in elective credits will make a student eligible for graduation. Credit is awarded in each subject when a student completes that subject and receives a passing grade for the yearly average. Credit recovery will be required for any course that needs repeated. Courses that are failed will be repeated the following year in the classroom, schedule permitting.

*All students must meet all State Graduation requirements in order to be awarded a diploma.

OHIO ACADEMIC HONORS DIPLOMA

Academic Honors Diploma (class of 2026 and beyond)

Students must meet general graduation requirements and complete the requirements outlined below to qualify for Ohio Honors Diploma. **Students must meet all but one of the 8 requirements.** Students may replace an additional one requirement of either 4, 5, or 6 with a ****Student Strength Demonstration.**" (See Below)

1. Math: 4th Math must be greater than Algebra 2
2. Science: One additional unit Advanced Science
3. Social Studies: One additional unit Social Studies
4. World Language: Three sequential units of one world language, or no less than 2 sequential units of two world languages studied
5. GPA: 3.5 on a 4.0 scale
6. ACT/SAT: Act: Score of 27 or higher, SAT: Score of 1280 or higher

7. Seal Requirement: Earn two additional diploma seals, not including Honors Diploma Seal
8. Experiential Learning: Field Experience, Ohio Means Jobs Readiness Seal, Portfolio or Work Based Learning

***Student Strength Demonstration Replacement:**

College Credit Plus: 12 total College Credit Plus credit hours

Advance Placement: 3 course with score of 3 or higher on AP tests

Career-Technical Assurance Guide (CTAG): 12 total credits

Apprenticeship/Pre-Apprenticeship: Completion or Evidence of Acceptance if required to be older than 18

Armed Services Vocational Battery (ASVAB): Score of 50 or above

Work-Based Learning: 250 total hours of work-based learning

NOTE: See High School Counselor with questions and for other Ohio Honors Diploma options, such as Arts Honors Diploma, Social Science and Civic Engagement Honors Diploma, Career Tech Honors Diploma, and Stem Honors Diploma.

PROMOTION POLICY

High school students are promoted from grade to grade on the basis of earned credits. Students must have earned:

- ❖ **5 credits** to be classified as a **sophomore**
- ❖ **10 required credits** to be classified as a **junior**
- ❖ **15 required credits** to be classified as a **senior**

Junior high school students are expected to pass two of four major academic subject areas. (**Math, Science, Language Arts, and Social Studies**) to be placed in the next grade level. If two or more major subjects are not passed, then the student's placement for the following school year is subject to academic review and/or successfully completing one of the failed courses in summer school if available. Students recommended for retention by teachers will be asked to meet with parents/guardians, principal as well as members of the teaching staff to complete necessary paperwork concerning the recommendation or the refusal to retain as determined by the parents/guardians.

To be on the **Honor Roll** high school students must be enrolled in at least (5) periods of class work and a 3.2 grade point average for the grading period. Students, who receive a grade "D" in any subject, are not eligible. Cumulative GPA is based upon final grades.

COURSE MAKE-UP

Students can only take courses outside of the school day or through district approved virtual programs to make-up work that has been failed with the permission of both counselor and principal. Students will be placed back in the failed course if schedule permits.

CLASS RANKING

In order to be eligible for any and all honors involving a student's graduating class, the student must have a minimum of three (3) years (6 semesters) before he/she can be in the top of his or her class and can miss no more than twenty-eight (28) days of school during the year. The official class ranking is based on the final grades after the end of the eighth (8th) semester. Leetonia class rank is based on seven semesters. Excessive absenteeism (12 or more unexcused absences) will eliminate a student from top ten ranking.

REQUIREMENTS FOR TOP OF CLASS

During 2025-2026, students wishing to attain a **top-honors ranking** and be eligible for class **valedictorian** or **salutatorian**, must complete and pass at least 8 out of the 11 following courses or Career Center comparable courses:

- | | |
|-----------------------|--------------------------------|
| 1. Honors English 11 | 7. Physics |
| 2. Honors English 12 | 8. Spanish III |
| 3. Pre-Calculus | 9. Spanish IV |
| 4. Calculus | 10. Psychology |
| 5. Anatomy/Physiology | 11. Completing 4 years of Band |
| 6. Chemistry | |

PROTOCOL

Consideration for Valedictorian/Salutatorian is based on the highest Grade Point Average (GPA) and successful completion of the following criteria:

Successful completion of a minimum of eight (8) of the eleven (11) following courses or Career Center Comparable Courses:

1. Honors English 11
2. Honors English 12
3. Honors Pre-Calculus
4. Honors Calculus
5. Honors Anatomy/Physiology
6. Honors Chemistry
7. Honors Physics
8. Honors Spanish III
9. Honors Spanish IV
10. Honors Psychology
11. Honors Band IV

The student that has the highest GPA and completed and passed the greatest number of Honors Level Courses, will be the **Valedictorian with Distinction** and be permitted to walk at the front of the line-of the Top of the Class, be listed first in the program, and be the valedictorian to speak during the commencement ceremonies. In the event there is more than one student who qualifies to be valedictorian the highest ACT composite score on a single administration, up to the December testing date of their senior year, will be used to determine Valedictorian and will be considered **Valedictorian with Distinction**. A footnote in the program will indicate the student that has completed and passed the most honors level courses. The student who is the Valedictorian with Distinction will also be listed first on the recognition board in the hall. All others will still be considered Valedictorians for scholarships and college financial aid reporting and will be listed alphabetically.

ATHLETIC CODE OF CONDUCT

Out of School Suspension/ Athletic Participation

Any student under an out of school suspension will be denied participation from sports for the period of the suspension. A suspension that carries over the weekend will result in a denial of participation over the weekend.

Rules:

- No student shall use, possess, or show evidence of having consumed tobacco, tobacco related products, tobacco look-alike products, alcohol, illegal drugs, controlled substances, narcotics, (unless under physician care), intoxicants, steroids, or other performance enhancing drugs. This includes pictures posted on social media of the student using or possessing the listed substances.
- No student shall be in possession of drug paraphernalia.
- No student shall use or possess vaping tools including, but not limited to cartridges and e-cigarettes.

Consequences:

- First offense: Denial of ten percent (10%) of athletic sport season; no participation in any activities associated with the sport, and penalty may carry over to the next season.
- 10 games or less – penalty is one game.
- 11 games or more – penalty is two games.
- Second Offense: Denial of participation for the remainder of the current athletic season. Student-Athletes violating this policy may be reinstated for future athletic seasons upon successful completion of a drug and alcohol awareness program.

ELIGIBILITY: ATHLETIC AND EXTRACURRICULAR

Leetonia Schools

2025-2026 School Year

7-12 Athletic and Extra-Curricular Eligibility

Leetonia Schools will implement a modified Athletic and Extra-Curricular student eligibility program. In the event a student is failing (F) two (2) or more classes at

any time during a grading period he/she will be placed on academic probation and be required to attend a study table for the purpose of improving their grades. If a student remains in study table for 4 consecutive weeks he/she will be declared ineligible until such time they are no longer under academic probation. Grades will be reported the 2nd and 4th Mondays of each month beginning September 8, 2025.

Students will be permitted to practice and compete in all events during academic probation.

Students refusing or failing to attend study table will not be able to participate in scheduled practices and games.

Study table will be held every Saturday for students on academic probation.

This modification will run concurrently with any OHSAA imposed eligibility policies for the 25/26 school year.

The nine-week eligibility will be based on a GPA of 1.00. A student must be passing at least five subjects, NOT including Physical Education, or the equivalent which count toward graduation and not failing more than one course that is being taken during that grading period.

Students declared ineligible for a grading period will be given notification by letter. This letter will contain information on obtaining eligibility for the next grading period. Nine-week ineligibility consists of the next nine weeks.

The following will be affected by the eligibility policy:

- All athletic team members (including cheerleaders and managers) involved in a sport during any given season.
- Participants of any extra-curricular activity that meets 3 out of 5 days a week during any grading period.

Students completing 2 full healthy seasons of athletics, cheer, or marching band will receive credit for Physical Education unless the parent/guardian expresses in writing to the guidance counselor before the second week of each semester that they do not want their student to receive a waiver.

Attendance Policy Philosophy

Excessive Absenteeism House Bill 410 provides that “in the event that a child of compulsory school age is absent with or without legitimate excuse for thirty-eight or more hours in one school month, or sixty-five or more hours in a school year, the attendance officer of that school shall notify the child's parent, guardian, or custodian of the child's absences, in writing, within seven days after the date after the absence that triggered the notice requirement. At the time notice is given, the school also may take any appropriate action as an intervention strategy.” A student's excessive absence may warrant loss of privileges to make up work, denial of promotion, loss of academic credit, intervention plans, restricted privilege, and /or possible court action. Students with excessive absences in a specific class may lose academic credit for those courses or be retained in the current grade.

Absences

Students who are absent from school must report to the attendance office to receive an admit slip for admittance to school upon their return. All students needing an admit slip must report by the second school bell or they will be considered tardy. Students who report to their first period class without the necessary admit slip, will be sent to the attendance office for the admit slip and will also receive a tardy. The admit slip will note whether the absence was excused or unexcused. Students will be accounted for in each class or study hall on a period-by-period basis. Absence slips will be collected and reconciled with the daily absence list and sign in/sign out sheet maintained in the front desk/office.

Early Release and Intervention

Any student not passing, or at risk of not passing, a required course may not be permitted to leave school early under the early release program. That student will be assigned to an intervention period until the report card shows a passing grade.

Request to Leave School Early/Illness

Students are expected to stay in school the entire day. The only acceptable reasons for leaving school are: 1) doctor's appointment, 2) court appearance, 3) illness (fever or vomiting), 4) emergency situation. In the case of a doctor's appointment or court appearance, the event must be verified with a note from the doctor or court. With illness the student must first report to the nurse's office and be evaluated. In the case of emergency, requests must be approved by the administration or school secretary.

In all cases, whether or not a student is 18 years of age, a parent or guardian must be contacted by the administration before a student is permitted to leave. All sign outs not verified by the administration/secretary will be treated as truancy with appropriate penalties assessed

Leetonia Schools has a commitment to provide a formal quality education to its students. To achieve this goal, students must consistently be in attendance at school. All students are expected to be in all classes, study halls and homerooms. Attendance and promptness to class is the responsibility of each student and his/her parents or guardian. Attending classes and being on time allows students to benefit from the school's program in addition to developing habits of punctuality, self-discipline, and meeting responsibilities. Students must attend school regularly if they are to derive benefits from such educationally sound activities such as the following:

1. Class discussion and group activities
2. Dialogue between students and teacher
3. Lectures
4. Quizzes, tests and examination
5. Videos and guest speakers
6. Special instruction and individual help

Teachers have a responsibility to provide classroom instruction, which will be dynamic, productive, and creative. Without consistent student attendance, it is difficult for teachers to meet these educational goals. Continuity in the learning process is seriously disrupted through a student's excessive absences. Make-up work cannot be adequately substituted for classroom work. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving high school.

The lack of good attendance causes students to achieve a level below their potential, and these students frequently experience difficulty in school.

Therefore, to ensure the highest level of student success, Leetonia Schools will work cooperatively with parents and students to promote increased student attendance. This policy will be based on state attendance standards, clear and enforceable guidelines, and positive motivation for good attendance.

Compulsory Attendance

Section 3321.04 of the Ohio Revised Code provides that every parent, guardian or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session. Such attendance must begin within the first week of the school term or within one week of the school term or within one week of the date on which the child begins to reside in the district.

The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school. The Ohio Revised Code classifies absence from school as excused or unexcused.

The following conditions constitute reasons for excused absence from school:

1. Personal illness
2. Illness in the family necessitating the presence of the child
3. Quarantine of the home
4. Death in the family
5. Work at home due to absence of parents or guardians
6. Observation or celebration of a bona fide religious holiday
7. Necessary work at home due to absence or incapacity of parent(s) / guardian(s)
8. Out-of-state travel (up to a maximum of four (4) days per school year to participate in a district-approved enrichment or extracurricular activity
9. Such good cause as may be acceptable to the Superintendent or designee
10. Medically necessary leave for a pregnant student
11. Service as a precinct officer at a primary, special or general election
12. Take your son/daughter to work day is also an excused absence

If a student is absent from school, a parent must call the school attendance office within one hour of the start of the school day to report his/her child's absence from school.

If the school is not contacted by the parent, the school will make every reasonable attempt to contact parents at home or at work. PLEASE NOTE: It is the responsibility of the school, not the parents, to determine when an absence is excused.

Additionally, students must bring written notification of the absence from the parent on the day of his/her return. Failure to supply written documentation of the absence will result in an unexcused absence and the student may be considered truant. Additionally, once a student accumulates ten days of absence in the school year, only a doctor's note will be accepted as written documentation of an excused absence.

Definitions

Unexcused Absences: absences by consent of the parent or with the parent's knowledge for a reason not acceptable to the school or absences that are not followed by written documentation from the parent or doctor. Unexcused absences may receive no credit for schoolwork. Examples could include: music lessons, hair appointments, oversleeping, traffic delays, Drivers Ed appointments, etc.

Habitually Truant: A student who is absent
30 or more consecutive hours without a legitimate excuse
42 or more hours in one month without a legitimate excuse
72 or more hours in one year without a legitimate excuse

Excessive Absences: A student who is absent WITH OR WITHOUT A LEGITIMATE EXCUSE
38 or more hours in one school month
65 or more hours in one school year

Extended Vacations/Extended Student Absence During the School Year

Students are permitted to go on vacation during the school year without penalty. The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year because of company (industry) policies and the desire to enjoy that time as a family.

A. Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal or his/her designee. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

B. The student may be given approximate assignments and materials and pages to be completed.

C. The time missed will be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless make-up work is not completed. Assignments and class work missed shall be made up within a period of time equal to the amount of school days missed. Leetonia High School does not encourage student vacations during the school year. Family vacations should be planned whenever possible, so as not to affect the education of the children. We know, however, that families do not always have control in choosing the dates for vacations, so students are permitted to take up to 5 days of vacation per year.

A vacation form needs to be filled out at least five (5) days prior to leaving and signed by the principal. Students are required to make arrangements with their teachers for all missed class work prior to leaving for vacation. Missed classwork is due when the student returns to school from vacation. Students' who miss exams due to a vacation must make arrangements to take the exams prior to vacation or within two days of return.

Truancy

Truancy is defined as missing class or school without a legal reason. Any student leaving the building without one of the stated forms of permission will be considered "out of the building - unauthorized" and/or truant. A student leaving the building for a legitimate reason but without permission will have the absence marked as unexcused. A student will be deemed "habitually truant" if the student is absent without excuse for:

1. 30 consecutive hours of instruction or
2. 42 hours of instruction during one calendar month or
3. 72 hours of instruction during one school year.

The parent/s and/or legal guardian of a student who is deemed "habitually truant" will be required to comply with school adopted policies and procedures to address the student's truant behavior. If a student is habitually truant and the student's parent/legal guardian failed to cause the student to resume attendance, the Superintendent may file a complaint with the Juvenile Court and/or take other appropriate intervention actions as set forth in Board policy. In addition, truancy may result in loss of privileges to make up work, denial of promotion, loss of academic credit, intervention plans, and restricted privilege.

School or Class Truancy: Credit for missed assignments may be given to a student who is deemed habitually truant at the discretion of the administration. Truancies are subject to discipline as described in

the Student Code of Conduct and can only receive up to 75% credit for schoolwork missed. Continued truancies could result in less credit being awarded based on an agreement between the teacher and administration.

For students determined to be habitually truant:

1. Written notice will be provided to the parent/guardian
2. Student will be assigned to an absence intervention team
3. If the child fails to make progress after 61 days on the personalized absence intervention plan, the district will file a complaint in juvenile court
4. Counseling will be provided
5. The student's parent or guardian will be asked to attend parental involvement programs or truancy prevention mediation programs
6. As applicable, the registrar of motor vehicles will be notified
7. Children Services will be notified as deemed necessary

For students determined to be excessively absent:

1. Written notice will be provided to the parent/guardian
2. The student will follow the district's plan for absence intervention
3. The student and family may be referred to community resources

Absence Intervention Team

State law requires districts with a chronic absenteeism rate above 5% to establish an Absence Intervention Team for students who are habitually truant. The school based absence intervention team will establish a student-centered absence intervention plan by identifying specific barriers and solutions to attendance problems. Membership of each team should vary based on the needs of each individual student, but each team is required to include: 1. a representative of the school or district. 2. another representative from the school or district who has a relationship with the child. 3. the child's parent/guardian.

The Absence Intervention Team may also include:

1. school psychologist, counselor or social worker.
2. representatives from a public or non-profit agency.
3. a case worker from Children Services if there is an open case or if the child is in foster care.

Attendance Appeal

A student who receives no credit because of his/her number of absences may appeal the no-credit decision. The appeal will be made to the Attendance Review Committee within ten (10) days of the receipt of the loss of credit notification. The appeal must be made by letter to the attendance office at the high school. The hearing of the appeal will be before the Attendance Review Committee for the student and their parent/guardian. If no appeal is made within those ten days, the no-credit decision will stand. Students will remain in class until the appeal process has been concluded. The Attendance Review Committee decision will be final. An appeal beyond that of the Attendance Review Committee must be in writing to the Superintendent within ten (10) days of the Attendance Review Committee's decision. Early release is only available to seniors in good standing, and this privilege may be revoked for academic, discipline, or attendance reasons.

Class Truancy

Failure to attend an assigned class/homeroom without permission is considered truancy and will result in disciplinary action. Such failure to attend class/homeroom/school-related activity will also result in an absence under the attendance policy and will be an unauthorized, unexcused absence. Truancy may result in loss of parking/driving privileges or other privileges.

Student Dismissal

All requests to leave school before the close of school hours must be made in writing by a parent or guardian. All such requests should be given to the attendance office prior to the first period class. Prior to leaving the building or school property, students must sign out in the attendance office. Students returning during the day must also sign in when they return. Failure to comply will result in disciplinary action and loss of privileges.

College Visitation

It is the district's policy to permit juniors and seniors planning to go on to college to have leave from normal school classes in order to visit colleges they anticipate attending. Arrangements for such visitations must be made well in advance to ensure that permission is granted for an excused absence.

The following procedure must be completed prior to permission being granted:

1. Seniors have no more than three (3) college visitation days that are to be used during the first three quarters of the school year.
2. Juniors have no more than three (3) college visitation days that are to be used during the last two quarters of the school year.
3. The student must complete a form, which can be obtained from the counselor's office.
4. All requests should be submitted a minimum of two (2) school days prior to the visitation.
5. No requests will be honored two (2) school days prior to and/or after a school vacation or holiday.

Upon returning to school, a student must provide written verification of their visit from the college admissions office.

Community Resources Shadowing

High school sophomores and juniors are permitted to leave from normal school classes to shadow individuals who are employed in career areas that are of interest to students. Arrangements for such experiences should be made well in advance to ensure that permission is granted. The following procedure must be completed prior to permission being granted:

1. Sophomores, juniors and seniors have one (1) day each year to shadow a community professional. Students may use the community resources file in the Guidance office to select a resource person or they may use their personal resources to identify a professional.
2. The student must complete a form, which can be obtained from the guidance office.
3. The request form must be returned to the school counselor who then submits the form to the attendance office.
4. All requests should be approved a minimum of two (2) school days' prior the visitation.
5. No requests will be honored three (3) school days prior to and/or after a school vacation or holiday.

Makeup Work

Assignments and class work missed because of absences shall be made up within a period of time equal to the same amount of time of absences. An exception to this would be when a major assignment has been announced prior to the student's absence, in which case the student would be expected to submit the assignment upon returning to school. When a test is missed, the student should either make-up the test or make appropriate arrangements with the teacher upon returning to school.

1. Excused absences shall receive up to 100% credit for makeup work. An absence will not be considered excused until written notification of the absence has been provided to the attendance office.
2. **Unexcused absences and trancies can only receive up to 75% credit for makeup work.**
3. Students who fail to complete makeup work in the allotted time will be assigned a failing grade for the assigned work.
4. Students who are on out-of-school suspensions are eligible to make up work for 100% of the credit for daily work missed as a result of the suspension, however work is due the date the student returns from suspension.

Any incomplete work should be completed by the last day of each grading period, if not; the nine-week grade will automatically become an "INC". The "INC" will result in the grade being changed to an "F" after two weeks if work has not been completed. Students will be permitted to make up work for any class. Credit for that work will only be given as long as the reason for missing the class was excused. If the student misses the day of a scheduled test, the student will be required to take the test the day of return. In the case of homework, the student must turn in all work, up to the day of absence, on the first day of return and will be given one day for each day of absence to get the missed work turned in. Students not meeting this time line will receive zeroes for the work. Students must take the initiative to ask for make-up work. The principal may grant extra time for make-up in special cases where the circumstances warrant an extension. Absence due to illness would be the only reason for not turning in a project on time. Because projects are assigned far in advance, the student must submit his/her projects on the day he/she returns to school.

Prearranged Absence

As it relates to removing a student from school while classes are in session, the following procedure shall be followed:

1. Attendance office receives a note from parents at least two (2) days prior to the first day of absence.
2. Students obtain pre-arranged absence form
3. Students take form to their teachers to be completed.
4. Students have parents sign form.
5. Students return form to the attendance office with the dates of and the reason for the absence.
6. Makeup work procedures apply to turning in assignments.

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal or his/her designee to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

UNEXCUSED ABSENCE POLICY

In alignment with House Bill 410

Consecutive Days (unexcused) (30 hrs.)

- 14 hrs.** Call to parents - (would change to 19.5 - 3 days) - Speak to student upon return
- 25 hrs.** Call to parents - Home visit with SRO - If no contact with parents is made
Speak to student upon return - Implement specific absence intervention plan
- 30 hrs.** Call to parents - Home visit with SRO - If no contact with parents is made
Letter mailed out - requesting meeting
**repeat steps as necessary*

Hours in one Month (unexcused) (42 hrs.)

- 28 hrs.** Call to parents - Speak with student upon return
- 42 hrs.** Call to parents - Home visit with SRO
Speak to student upon return - Implement specific absence intervention plan
Letter mailed out - requesting meeting

Hours in one Year (unexcused) (72 hrs.)

- 56 hrs.** Call to home - Speak with student upon return
- 63 hrs.** Call to home - Speak with student upon return
Implement specific absence intervention plan
- 72 hrs.** letter mailed out - requesting meeting

Parents or guardians are required to call the attendance office (**330-427-6594, ext: 31001**) by 8:15 A.M. to report student absences. If the absence will be over three (3) days, arrangements for assignments can be made by giving the school office notice and allowing 24 hours to gather all materials. If material is picked up for students to complete while off, it is encouraged to be completed upon return.

Due Process: All students with attendance concerns will be given due process. The administration will be available to meet with parents or guardians to develop strategies that help improve attendance and avoid any loss of credit or penalties.

RETURNING TO SCHOOL AFTER ABSENCES

It is the responsibility of the student to turn in their excuse and get an admit slip in order to be on time to their first period class. Excuses turned in after 48 hours will not be accepted and the absence will be considered as unexcused.

Any absence for which a student fails to present an excuse will be counted as unexcused (3321.04, O.R.C.) All false excuses are considered unexcused and will be recorded as trancies.

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and his/her parents shall be subject to the truancy laws of the state.

Parents can now be required to attend an educational program to encourage compliance with the school attendance law and compel their child's attendance at school. The Bureau of Motor Vehicles may be notified of habitual truancy for consideration as to suspension of a student's driver's license.

TARDY TO SCHOOL POLICY

Students arriving late to school are to report immediately to the school attendance office. A pass will be issued to enter class. Late arrivals will be considered as excused for a doctor or dentist appointment and court appearances. A note from a doctor or dentist's office should be brought back to the school, upon return. Excuses, such as sleeping in, sick, car problems and missing the bus will be considered as unexcused tardy. Excessive tardiness to school will result in disciplinary action and possible referral to juvenile court. Consequences will be assigned for any unexcused tardies.

Students must be **in class** by **7:30** a.m. If a student arrives late to school, without a verified excuse as detailed under excused absences, he/she will be considered tardy to school. Students who violate the Tardy to School Policy shall generally be progressively disciplined in accordance with the progression set forth below unless circumstances warrant otherwise. If circumstances warrant otherwise, the school is not required to follow the progressive discipline steps and may also skip steps where warranted. The following discipline is cumulative per semester.

<u>Tardy:</u>	Arrival After 7:30 A.M
<u>Absent:</u>	Partial, calculated by the hour

Disciplinary action for tardiness will be as follows:

- First (1) and Second (2): Two (2) non truant/unexcused tardies permitted for semester
- Third (3): One (1) detention issued
- Fourth (4) and Fifth (5): Two (2) detentions issued for each*
- Sixth (6): Four (4) detentions issued by principal and a call home
- Seventh (7) Eighth (8): Saturday School and loss of privileges 8:00-10:00 a.m.
- Beyond Eighth (9 +) In School Assignment

TARDY TO CLASS POLICY

Students must be seated in class by the official start time of each class period, which includes study hall. If a student arrives late to class, without a pass, he/she will be considered tardy to class. The following progression of discipline will be followed: Students who violate the Tardy to Class Policy shall generally be progressively disciplined in accordance with the progression set forth below unless circumstances warrant otherwise. If circumstances warrant otherwise, the school is not required to follow the progressive discipline steps and may also skip steps where warranted. The following discipline is cumulative per semester.

Disciplinary action for tardiness will be as follows:

- First (1) and Second (2): WARNING by teacher
- Third (3): One (1) detention issued by teacher
- Fourth (4): Two (2) detentions issued by teacher
- Fifth (5): Four (4) detentions issued Principal / Call Home
- Sixth (6) and Seventh (7): Saturday School issued/loss of privileges

TRUANT FROM CLASS POLICY

Students who are truant from class will be disciplined in accordance with the progression set forth below unless circumstances warrant otherwise. If circumstances warrant otherwise, the school is not required to follow the progressive discipline steps and may also skip steps where warranted. The following discipline is cumulative per year & per course.

- First (1) Offense: Two (2) Detentions
- Second (2) Offense: Saturday School
- Third (3) offense: One (1) day In-School Assignment and possible withdrawal from course with a failing grade

Repeated violations may result in other disciplinary action pursuant to the Student Code of Conduct, which may include, but is not limited to, Detention, loss of privileges, Saturday School, In-School Assignment, Out-of-School Suspension, and/or Expulsion, depending upon individual circumstances.

* Please Note: the third violation of the Truant to Class Policy, **occurring within the same course**, may result in student withdrawal from that course with a failing grade and loss of course credit.

ATTENDANCE FOR EXTRA-CURRICULAR ACTIVITIES

- In order to participate in any extra-curricular activity, students must be in school for at least half of the school day provided a legitimate excuse has been provided. Extra-curricular activities include but are not limited to games, practices, dances, concerts, drama productions, music and art shows and any other school-sponsored activity.
- If a student does arrive late or leaves early they must have a valid excuse (medical, court or emergency situation) in order to participate. Any other mitigating circumstances will be left to the judgment of the principal.

EARLY DISMISSALS AND ILLNESS DURING THE SCHOOL DAY

If a student becomes sick during the school day, the student must report to the high school office or the nurse's office. A parent will be called. **Students should not use their cell phones to call their parents unless they are in the presence of a secretary, nurse, or administrator.** A student that leaves without permission is considered truant and will receive the appropriate discipline.

Students who have a scheduled appointment with a doctor, dentist, court or driver's exam will be excused for the time necessary to complete the appointment. A note explaining the reason for early dismissal should be presented to the attendance desk before 8:00 AM that morning.

Any student leaving the building early must sign out in the attendance office. An early dismissal form will be given to all students that leave early. Those students leaving early for unexcused reasons will not be given credit for any work missed.

Students will not be sent home without parental approval. Students who drive must also receive parental consent to drive home when excused for medical reasons.

MEDICATIONS

“Medication” shall include all medicines prescribed by a licensed health professional authorized to prescribe drugs and any non-prescription (over-the-counter) drugs. “Treatment” refers both to the manner in which a medication is administered and to health-care procedures which require special training.

No form of medication (prescribed or over-the-counter) or treatment will be administered during the school day unless parents have followed specific guidelines. Whenever possible, students are encouraged to take all medication during hours other than the regular school day.

Before any medication (prescription or over-the-counter) or treatment may be administered to any student during school hours a “Student Medication Form” must be completed. This requires a written statement from the licensed health professional authorized to prescribe drugs (prescriber) accompanied by the written authorization of the parent. Only medication in its original container; labeled with the date, if a prescription; the student’s name and exact dosage will be administered. All medications and appropriate forms should be delivered to the school nurse by a parent.

All medication will be stored in and administered by the nurse’s office. Parents or students authorized in writing by a licensed health professional authorized to prescribe drugs may administer medication or treatment, but only in the presence of another adult.

At no time may a student keep any type of medication, prescribed or non-prescribed, in his/her own possession during the school day or at school activities with the exception of asthmatic inhaler and epi-pens. No student is allowed to provide or sell any type of prescribed or over-the-counter medication to another student. Violations of this rule will be considered violation of Policy 5530-Drug Prevention and of the Student Code of Conduct.

STUDENT CARRIED MEDICATION

Students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and licensed prescriber and has submitted the appropriate form, “**Authorization for the Possession and Use of Asthma Inhalers**” to the school nurse.

Additionally, students shall be permitted to carry and use, as necessary an epinephrine auto injector to treat anaphylaxis, provided the student has prior written permission from his/her parent and the licensed prescriber and has submitted the appropriated form “Authorization for the Possession and Use of Epinephrine Auto injector” to the school nurse. The parent shall provide a back-up dose of epinephrine to the school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates.

In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee will immediately request assistance from an emergency medical service provider, call 911. All medication should be picked up by a parent at the end of the school year. Medication left beyond that time will be discarded.

HOME INSTRUCTION

If the student will miss school for a period of two weeks or more due to some serious ailment, hospitalization, accident or other injury, which will make attendance at school impossible, application for home instruction should be made. Parents should contact the school to get the proper papers necessary for requesting home instruction. A physician’s statement on the length of time the student will be incapacitated will be necessary to determine eligibility.

WORK PERMITS

Students who have reached 16 years of age may obtain a full-time certificate. Any pupil working at a job should apply for a work permit. Forms may be obtained in the high school office or board office.

TECHNOLOGY

COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY

A COPY OF THE COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY IS AVAILABLE IN FINAL FORMS. AN ELECTRONIC SIGNATURE FOR BOTH THE PARENT/GUARDIAN AND STUDENT MUST BE SIGNED IN FINAL FORMS NOT SIGNING WILL RESULT IN NETWORK, INTERNET AND EMAIL PRIVILEGES BEING REVOKED. THE COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY IS ALSO AVAILABLE ONLINE. www.leetonia.k12.oh.us

TEXTBOOKS/WORKBOOKS/CHROMEBOOKS

The Board of Education furnishes all students with the necessary textbooks/Chromebooks for each course. They ask in return, that the books be given good care and returned to the teacher at the end of the school term or upon withdrawal from school. The student who receives the book agrees, if he/she abuses said book beyond normal use, to pay a fine or total replacement amount for a lost book. A student is also held accountable for their books even if stolen and/or damaged. Failure to do so could result in withholding a student's diploma until payment has been made. **NO PERSONAL DEVICES ARE PERMITTED.**

Leetonia Exempted Village School District Cell Phone Policy

Governor Mike Dewine signed and enacted HB 250 requiring all public schools to implement a school cell phone policy limiting cell phone usage in k-12 public schools. Schools must implement a policy by July of 2025.

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board of Education of Leetonia Exempted Village School District has determined the use of cell phones by students during school hours should be limited.

The objective of this policy is to strengthen Leetonia Exempted Village School District's focus on learning, in alignment with our mission to provide a superior, enabling all students to become productive and dedicated citizens in our community and society.

I. Research

Research shows that student use of cellphones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

II. Applicability

This policy applies to the use of cell phones by students while on school property during school hours.

III. Use of cell phones

Students are prohibited from using cell phones at all times.

IV. Exception

Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794. A student may use a cell phone to monitor or address a health concern.

V. Cell phone storage

Students shall keep their cell phones in a secure place, such as the student's locker, a closed backpack, or a storage device provided by the district, at all times when cell phone use is prohibited.

VI. Discipline

If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures:

- Give the student a verbal warning and require the student to store the student's cell phone in accordance with this policy.
- Securely store the student's cell phone in a teacher- or administrator-controlled locker, bin, or drawer for the duration of the class or period.
- Place the student's cell phone in the school's central office for the remainder of the school day.
- Place the student's cell phone in the school's central office to be picked up by the student's parent or guardian.
- Schedule a conference with the student's parent or guardian to discuss the student's cell phone use.

* Continued infractions of the cell phone policy can also result in discipline including after school detention, In School Assignment or loss of school privileges.

SCHOOL PHONES

Office phones and classroom phones are for school business purposes only, but can be used by students in extreme situations with permission. Parents should note that under no circumstances will students be called from class to receive an incoming call except for an emergency. Messages may be delivered at the discretion of the building principal. The administration reserves the right to screen calls and deny the delivery of messages.

CAFETERIA

2025-2026 Prices

Breakfast	Full- Free	Reduced- Free
Lunch	Full-Free	Reduced- Free **** Second Lunch \$2.75

Charge / Recovery Policy

Lunch Payment Policy

Any parent wishing to add funds to their student account for extras and/or snacks can do so by either cash, check or online. For online payment please visit www.payschoolscentral.com to create your account. In addition to creating a login account, a student's six digit ID will be needed. If your student does not know their six digit lunch number, please contact the Director of Food and Nutrition, 330-427-6594. The online platform can also be used to view what your student is purchasing from the cafeteria daily.

Questions regarding the cafeteria or your child's account should be directed to the Food Service Director, 330-427-6594, Ext. 31136

Charging Lunch Policy

Breakfast and lunches are permitted to be charged in the event money for the meals are forgotten. Each child, K-12, has a \$20.00 charge limit on their account. This is to cover the time for payment to be processed or for payment to be sent with the child the following day. Each child can charge a breakfast and/or lunch but is not permitted to charge extras. Regardless of the account balance, either positive or negative, each child will be offered the same meal. Once your child's account reaches a negative \$20.00 balance, the child will no longer be permitted to charge to their account and the parent/ guardian will be contacted by a phone call and a letter in the mail. A negative balance can only be carried through each nine-week block and is required to be paid in full at the end of each nine weeks. An unpaid food service debt that is more than one nine-weeks past due will be taken to the Treasurer's Office for possible action. Any charges associated with a small claims court filing or fees charged by a collection agency shall be added to the unpaid debt due the district. The district will delay such action when a parent(s)/guardian(s) agrees to eliminate the debt by making timely payments in accordance with an alternative payment plan authorized by the food service department. If other extenuating circumstances apply, each situation will be handled individually.

STUDENT CODE OF CONDUCT

Student Conduct Administrative Statement:

It is the responsibility of all students to read and follow the rules, regulations, and board policies of the Leetonia Exempted Village Schools. If there are any questions or concerns about any rules or policies, please contact the Jr./Sr. high school administration. Student rules and consequences are general in nature. Students are expected to: act courteously to adults and fellow students; be prompt to school and attentive in class; work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background; complete tasks on time as directed; help maintain a school environment that is safe, friendly, and productive; act at all times in a manner that reflects pride in self, family, and in the school. The administration reserves the right to use its discretion in enforcing the rules and consequences and will use discretion as it sees fit. Please note: The Common

Application and certain universities are now asking for information regarding student attendance, suspensions, and expulsions.

Leetonia High School strives to provide students with the opportunity and motivation to learn. Students attending our school have the right to expect educational opportunities free from disruption. This implies an obligation to be aware of the rights of others, to be responsible for maintaining acceptable behavior while attending school and all school related activities, and to be responsible for the consequences of their actions. Student discipline is designed to create positive behavior and to encourage acceptable educational and social behavior for a safe and productive learning atmosphere. The development of positive behavior on the part of students is the responsibility of the entire school community as well as parents. Leetonia High School will not tolerate any form of violence, disruptive or inappropriate behavior, nor truancy. Discipline will be administered in a fair and just manner.

This code of student conduct sets down those guidelines that the school expects all students to follow. These guidelines are in force during any school-related activity or while the student is on the job associated with his or her program. A violation of any rule may result in disciplinary action, which may be in the form of a verbal reprimand, detention or Saturday School, out of school suspension, expulsion and restitution. Leetonia High School recognizes the basic Constitutional Rights of all its students. It should be emphasized to students that responsibilities accompany their rights. The following rule violations should be sufficient grounds for administration and/or the Leetonia Exempted Village School District Board of Education to initiate disciplinary action stated in the previous paragraph. The administration reserves the right to review and adjust disciplinary actions on a case-by-case basis. Students, who are suspended or expelled may not be on school property, participate or attend any school functions, contests, or be present at activities on property controlled by the school or school officials.

SECTION I

Rule 1

DISRUPTION OF SCHOOL:

A student shall not use violence, force, coercion or threats to cause material disruption or obstruction to the normal school day, including all curricular and extracurricular activities. Students shall not advocate or encourage others to cause disruption of the educational program or to violate school rules. The following list is not intended to be exhaustive but rather to give examples of various types of violations of this rule—they include, bomb threats, the setting off of fire alarms, strikes, walkouts, the use of smoke or stink bombs, fireworks, the impeding of free traffic to or within the school, no cell phone usage, no personal listening devices, no headphones etc.

DISCIPLINARY ACTION: *May range from detention to expulsion depending on the severity of the disruption.*

Rule 2

DAMAGE TO SCHOOL OR PRIVATE PROPERTY:

A student shall not cause or attempt to cause damage to school property or private property on school premises or under school control or during a school activity, function or event on the school grounds. Pupils should take care of all school property. Desks should be kept free from pencil marks and scratches. Students involved in damage to school property, through arson or any means, will be held responsible for the cost and/or labor necessary to repair the damage. Disciplinary action will be taken against all offenders. The following list is not intended to be exhaustive but rather to give examples of various types of damage covered by this code: landscaping, fences, athletic facilities, desks, computers, books, lighting fixtures, heating fixtures, instructional materials, school buses, etc.

DISCIPLINARY ACTION: *May range from detention to expulsion depending on the severity of the offense.*

Rule 3

FIGHTING/ASSAULT/THREATENING BEHAVIOR/PHYSICAL, GANG RELATED AND/OR VERBAL MENACING:

A student shall not act or behave in such a way as could cause or threaten to cause physical injury to another person.

DISCIPLINARY ACTION: *May range from suspension to expulsion depending on the severity of the offense. Assault will result in 10 days of suspension and possible recommendation for expulsion.*

Rule 4

DANGEROUS WEAPON AND INSTRUMENTS/EXPLOSIVE DEVICES OR BOMB THREATS/FIREARMS

A student shall not possess, handle, have knowledge of, transmit or conceal any objects, which might be considered a weapon or violence capable of harming another person. THIS INCLUDES ANY EXPLODING DEVICE, ANY TYPE OF CHAINS, KNIFES, OR LOOK-ALIKE WEAPONS.

A student shall not be in possession of, set off or threaten to set off an explosive device: (examples; bomb, firecracker, etc.)

Federal law requires that any student who brings a firearm on school property, in a school vehicle or to any school-sponsored activity is to be expelled from school for a period of one year. A firearm, under federal law, is defined as:

- *Any weapon (including a starter gun) which will, is designed to, or may be readily converted to expel a projectile by action or an explosive.*
- *The frame or revolver of any such weapon.*
- *Any firearm muffler or firearm silencer; or any destructive device, which includes, but is not limited to, any explosive, incendiary, poisonous gas or other device similar to the devices described above.*

DISCIPLINARY ACTION: *Will result in suspension or expulsion depending on the severity of the offense.*

Rule 5

NARCOTICS, ALCOHOLIC BEVERAGES, ANABOLIC STEROIDS, AND DRUGS: A student shall not possess, use, transmit, conceal, sell, smell of, or have alcohol, drugs, or tobacco on his/her breath. This includes narcotics, mood modifiers, counterfeit controlled substances (look-alike drugs), toxic inhalants, poisonous plants, drug/alcohol paraphernalia, vapes and any other dangerous chemicals/ substances not noted.

DISCIPLINARY ACTION: Violation of this rule will result in suspension from school for up to ten days and possible recommendation for expulsion. *Students found to possess, or use a vape device that is THC or Cannabis based will face the following disciplinary action; **First offense** - five (5) days combination of out of school suspension and in-school assignment and mandatory attendance in a Vape Educate program. **Second offense** - Up to ten (10) days of out of school suspension and enrollment in a voluntary Vape Cessation program. **Third offense** - Recommendation for expulsion from school.*

Rule 6

USE OF TOBACCO AND TOBACCO PRODUCTS:

A student shall not use or have in possession **any** form of tobacco or vaping paraphernalia (including "look alike") in the school building or on the school grounds.

DISCIPLINARY ACTION: *Student possession and/or use of all tobacco and vaping paraphernalia (including "look alike") within school buildings, or on school property, or on school buses is prohibited. Violation of this rule will result in disciplinary action up to and including suspension from school. First offense – three (3) day suspension or in-school assignment and mandatory attendance in a Vape Educate program. Second offense –four (4) days suspension or two (2) days suspension and two (2) days of in-school assignment and enrollment in a voluntary Vape Cessation program through Vape Educate. Third offense – five (5) day suspension (subsequent offenses could result in additional out of school suspension and/or recommendation for expulsion). The above includes but is not limited to E-cigarettes. Any Vape that is found to be THC or Cannabis based will result in discipline based on Rule 5.*

Rule 7

MISCONDUCT ON SCHOOL BUSES:

A student shall not violate the rules of conduct for school buses.

DISCIPLINARY ACTION: *May range from detention to expulsion depending on the severity of the offense. Suspension from riding or bus probation may be options of action as well.*

Rule 8

DEFIANCE/DISRESPECT AND OBSCENITY:

A student shall not openly defy or use obscene language or gestures toward any school personnel and/or students. This also includes lewd or obscene conduct. A student shall not use profanity or obscene language in the normal school situation and/or during extra-curricular activities. This includes written, verbal, gestures, signs, pictures, or publications. Using any obscene word that rhymes with duck will result in Saturday School.

DISCIPLINARY ACTION: *May range from detention to expulsion depending on the severity of the offense.*

Rule 9

REPEATED VIOLATIONS:

A student shall not repeatedly violate school rules or regulations and/or fail to comply with directions of school personnel during any period of time when the student is properly under the authority of school personnel. This includes refusal to accept disciplinary measures.

DISCIPLINARY ACTION: *May range from Loss of Privileges, Saturday School to expulsion depending on the severity of the offense.*

Rule 10

SEXUAL HARASSMENT: Any type of sexual harassment will not be permitted. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name-calling, and pressure to engage in sexual activity, repeated propositions, and unwanted body contact. Reference Board Policy 2266.

Conduct constituting sexual harassment, may include, but is not limited to:

- 1. Verbal harassment or abuse**
- 2. Pressure for sexual activity**
- 3. Repeated remarks with sexual or demeaning implications**
- 4. Unwelcome touching**
- 5. Sexual jokes, posters, cartoons, etc.**

6. ***Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety***
7. ***A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another***
8. ***Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history***

Note: An inappropriate boundary invasion by a district employee or other adult member of the school district community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in state law.

DISCIPLINARY ACTION: *May range from detention to expulsion depending on the severity of the offense.*

Rule 11

HARASSMENT AND/OR AGGRESSIVE BEHAVIOR (including BULLYING/CYBER BULLYING)

The board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and or/aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. Bullying on school buses is also prohibited. This prohibition includes; physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. Leetonia Schools will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action. Bullying is defined as repeated and prolonged exposure to aggressive actions on the part of one or more people that are difficult to defend against. Reference Board Policies 1662 and 5517.01.

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:

Verbal: The making of offensive written or innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.

Nonverbal: Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.

Physical: Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

Bullying/Cyberbullying: Bullying is aggressive behavior that involves unwanted, negative actions. Bullying involves a pattern of behavior repeated over time. Bullying involves an imbalance of power or strength. Bullying of any type, cyber, physical, verbal, will not be tolerated. Cyberbullying includes, but is not limited to the following:

- A. Posting slurs or rumors or other disparaging remarks about a student or school staff member on a website, web blog and all other similar sites such as Twitter, Instagram, Facebook, Sanpchat, etc.
- B. Sending email or instant message that are mean or threatening, or so numerous as to drive up the victim's cell phone bill
- C. Using a camera on the phone or computer to take and send embarrassing photos/recordings of students or school staff members or post these images on video sharing sites such as YouTube, Instagram, SnapChat, Facebook, ect.
- D. Posting misleading or fake photographs of students or school staff members on web sites. To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment interfere with the learning process will be considered violations of the Student Code of Conduct.

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

Any student who believes that she/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the district, or by third parties should contact a teacher, principal or guidance counselor. Parents will be notified and repeated infractions can result in school suspension and/or a report to authorities.

The principal is available during regular school hours to discuss a student's concerns related to harassment and/or bullying/cyber bullying, to assist a student who seeks support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

The student may report his/her concerns to the principal either by a written report, telephone, or personal visit. In reporting his/her concerns, the student should provide the name of the person(s) who she/he believes to be responsible for the harassment and/or bullying/cyberbullying and the nature of the harassing and/or bullying/cyberbullying incident(s). The principal will begin an investigation in a timely manner.

Each report will be investigated in as timely a manner and as confidentially as possible. The district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. All individuals involved in an investigation as either a witness, victim, or alleged harasser and/or bully/cyber bully will be instructed not to discuss the subject outside of the investigation, this includes the use of social media.

If an investigation reveals that a harassment and/or bullying/cyber bullying complaint is valid, appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment and/or bullying/cyber bullying or its recurrence.

Given the nature of harassing and/or bullying/cyber bullying behavior, the School recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment and/or bullying/cyber bullying allegations or charges.

Some forms of sexual harassment of a student may reasonably be considered child abuse that must be reported to the proper authorities.

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

Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated.

Suspected retaliation should be reported in the same manner as harassment and aggressive behavior. Making intentionally false reports about harassment or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above. Anyone having further questions concerning prohibited behaviors and/or the complaint process should request a copy of Board policies and administrative guidelines.

Any student who believes that she/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the Leetonia Exempted School District, or by third parties should follow the Bullying Plan:

1. Students report incident on Student Discipline Form and have a discussion with principal.
2. Students report incident on Student Discipline Form, they have a discussion with principal incorporating the four (4) step method.
3. Student reports incident on Student Discipline Form, conference principal, call parents.
4. Student reports incident on Referral Form, conference with principal, (set up meeting with Parents, Guidance Counselor and or Psychologist, Student, Principal) get outside agency involved.

BULLYING INTERVENTION PLAN

If an investigation reveals that a harassment and/or bullying/cyber bullying complaint are valid, we will take action stated below against bully:

- First (1st.) Offense: Conversation with Bully/send to counselor.
- Second (2nd.) Offense: Conversation with principal and counselor.
- Third (3rd.) Offense: Conversation with principal and parents and team (Guidance Counselor, Nurse, Psychologist, Parents, Student) to discuss issues surrounding student.
- Fourth (4th.) Offense: Suspension/Principal discretion/refer to other available resources and/or counseling.

HAZING (HARASSMENT): No student shall conspire to engage in, or tend to engage in an act that injures, frightens, degrades or disgraces a fellow student. (Example: "written or oral innuendos, jokes, disparaging

remarks of gender, origin, religious beliefs, physical stature or disabilities, suggestive gestures, and unwanted contact.")

DISCIPLINARY ACTION: *May range from detention to expulsion depending on the severity of the offense.*

Rule 12

TRUANCY, UNEXCUSED TARDINESS, AND UNEXCUSED ABSENCE:

A student shall not be truant, tardy or absent (unexcused) as explained in the student handbook under this subject.

DISCIPLINARY ACTION: *May range from detention, loss of privileges, extended detention or In-School Assignment based upon the severity of the offense.*

Rule 13

INSUBORDINATION: *(FAILURE TO COMPLY WITH REASONABLE REQUESTS OR DIRECTIONS.)* A student shall not fail to comply with reasonable directions of teachers, student teachers, substitute teachers, teacher's aides, principal, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel. Repeated violations of any minor rule, directive, or discipline procedure shall also constitute insubordination.

DISCIPLINARY ACTION: *May range from detention to expulsion depending on the severity of the disruption.*

Rule 14

THEFT:

A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of any other person, on school property, or at any school sponsored activity.

DISCIPLINARY ACTION: *May range from detention to expulsion depending on the theft. Students will be expected to make restitution for the stolen items.*

Rule 15

EXTORTION: A student will not obtain or attempt to obtain another person's property, either by implied or expressed threat.

DISCIPLINARY ACTION: *May range from detention to expulsion depending on the severity of the disruption.*

Rule 16

FORGERY/FALSIFICATION/Cheating/Plagiarism/Falsification of Information : A student shall not engage in or be party to the falsification of signatures (parent/guardian, school official, or any other person) on any correspondence directed to the school or within the school operation. This includes any falsification of data, grades, dates, addresses on school forms, excuses, etc. At Leetonia Jr/Sr High School cheating and plagiarism are two of the most serious offenses that threaten the educational goals of students. Cheating and plagiarism are defined as:

- a) Using another person's work in any form as your own.
- b) Copying or using another person's homework, test, book report, term paper, or any assignment or material used in the course.
- c) Using as your own, any person's ideas, expressions, or words without giving the original author credit including downloaded material from the Internet.
- d) Having in your possession or preparing to have any material or device which may give an unfair advantage.

- e) Failing to follow any and all testing procedures or instructions announced by the instructor.
- f) In any way taking unfair advantage to complete an assignment or any assessment. A first offense will result in a grade of “zero” for the assignment or assessment. (Plagiarism of a research paper may result in course failure.) A second offense may result in removal from class and a letter grade of “F” for the final grade. All instances will also be put in a student’s discipline file and could jeopardize the student’s access to any and all academic honors and awards (NHS, Academic Banquets, etc.) Falsifying signatures, data, or refusing to give proper identification or giving false information to a staff member is prohibited and subject to disciplinary consequences.

DISCIPLINARY ACTION: *May range from detention to expulsion depending on the severity of the incident.*

Rule 17

TRESPASSING OR LOITERING:

A student will not be present in a school building or on school grounds at unauthorized times when his presence may cause disruption of an activity, function, or the educational process. Students are not permitted in the building unsupervised at any time.

DISCIPLINARY ACTION: *May range from detention to expulsion depending on the severity of the offense.*

Rule 18

FALSE I.D./FALSE INFORMATION: A student will not use or attempt to use false identification to mislead school personnel.

DISCIPLINARY ACTION: *May range from detention to expulsion depending on the severity of the incident.*

Rule 19

BREAKING AND ENTERING: A student will not break and enter, or attempt to break and enter, school or private property either on school grounds or at any school activity, function, or event off school grounds.

DISCIPLINARY ACTION: *May range from suspension to expulsion depending on the severity of the incident*

Rule 20:

FAILURE TO ABIDE BY OTHER RULES THAT MAY BE ESTABLISHED FROM TIME TO TIME BY THE BOARD, SUPERINTENDENT OR PRINCIPAL.

NOTE: *it is to be understood that any other serious infractions not included in the above list could also result in disciplinary action including suspension and expulsion.*

SPECIFIC ITEMS, ACTS AND ACTIVITIES NOT ACCEPTABLE IN SCHOOL INCLUDE:

- Excessive noise in the halls
- Running, yelling or shoving at any time
- Sitting on the floors, tables, or backs of chairs
- Skateboards/roller blades on school property
- Snowball throwing
- Pepper spray, mace or other such sprays
- Squirt guns or “spraying” devices on Board of Education property
- Laser pointers
- Wearing non-prescription sunglasses in the building
- Parties in the building during the school day must be approved by building Principal
- Flower deliveries are not encouraged at school for students. Any deliveries must stay in the office until the conclusion of the school day.

- **Food is NOT permitted in classrooms, in the library, or study hall, before, during or after school without permission and approval of the building principal and advice of the school nurse due to a large number of allergies etc..**
- **Deliveries of food to students at school are no longer permitted.**
- Bottled water is permitted in the classroom at teachers' discretion. No beverages are permitted in computer labs at any time
- No Card playing that involves any gambling types of games during the school day
- Public displays of affection (P.D.A.)
- Headphones, cell phones, Tablets, notebooks, iPods, MP3 players or other electronic communication devices are not permitted.
- Gloves or leather types of hand wraps or coverings not worn for warmth
- No student should be out of assigned area
- Students who accumulate more than 15 days of out of school suspension will be recommended for expulsion.

DISCIPLINARY ACTION: Active disciplinary action will be taken toward a student who violates the above rules.

Rule 21

OTHER VIOLENT ACTS-Students shall not commit or be involved in violent acts that occur at or on school property or at an interscholastic competition, extracurricular event, or any other school program or activity. The acts included are those that:

- would be criminal offenses if committed by an adult
- result in serious physical harm to persons or property

Rule 22

MISCONDUCT OFF SCHOOL PROPERTY-A student shall not engage in misconduct that is off of district property but that is connected to activities or incidents that have occurred on district property and/or misconduct by a student, that, regardless of where it occurs, is directed at district official or employee or the property of a district official or employee.

DISCIPLINARY ACTION:

May range from detention to expulsion depending on the severity of the offense.

Rule 23

LUNCH PERIODS/LUNCHROOM BEHAVIOR EXPECTATIONS-

It is important to remember that classes are held during lunch periods. Students are expected to stay in the cafeteria during the entire lunch period. If you have to leave the cafeteria, please secure a pass from a staff member. The following procedures are in place:

- Students are not permitted in the parking lots during lunch or the school day.
- Food and drinks must remain in the cafeteria. Students are permitted to take bottles of drinking water to class.
- All students are expected to return cafeteria utensils and refuse to the designated clean up area.
- There shall be no reason for hall traffic during the lunch periods. Students are expected to use the restrooms and drinking fountains in the cafeteria.
- Any student who misbehaves or causes a disturbance in the lunchroom may be assigned a specific area to eat lunch and be assigned discipline consequences.
- Cell phones are permitted at lunch. Students are not permitted to photograph or video during this time.
- Students are expected to show reserved behavior during lunch periods.
- Loud noise and/or displays of rowdiness will not be tolerated.
- Students shall not throw food or other items during lunch.

STUDENT DISCIPLINE

Restricted Privilege – If a student has violated certain school rules they may be denied or restricted privileges which may include but not be limited to: hall passes, driving privileges, attendance at/ participation in extra/co-curricular activities, early release, school dances, lunchroom restrictions, school assemblies, etc. The administration reserves the right to deny any or all privileges if a student violates school policies.

Discipline Consequences

DETENTION

- Office and teacher detention assignments will be served after school hours. Detention will be served from 2:37 p.m. until 3:07 p.m. Students who are assigned detention are to report directly to the assigned detention room by 2:37 p.m. Failure to follow directions of the detention supervisor will result in further disciplinary action.

On occasion, morning detentions may be assigned at the discretion of the building principal. Because students receive detention as a result of their poor behavior, the school will not be responsible for transportation to or from school. It is the responsibility of parents to provide transportation when their child is assigned a school detention.

FAILURE TO SERVE DETENTION

- Students are expected to serve detention on the day the detention is scheduled. If a student does not serve the detention on the scheduled day, it will result in a Saturday School.
- If a student is absent on the day of a 30 minute (M-TH) scheduled detention, the student will be expected to serve that detention the next school day upon their return to school. (Exception: If a student returns to school on Friday, they will serve the 30-minute detention on the following Monday)
- If a student cannot serve the detention on the scheduled date, the student must notify the principal or detention monitors by 2 p.m. on the scheduled date of the detention to reschedule the detention. Students are only permitted to reschedule a detention **ONE** time during a nine-week period. All detentions should be assigned for the day after the infraction.

Parents are encouraged to contact the teacher if they have questions about the detention.

SATURDAY SCHOOL

Saturday School will be a disciplinary action, given in certain situations where a student does not comply with the Board approved student Code of Conduct. The student will be required to report to the high school from 8:00 AM until 10:00 AM on the date assigned. The Saturday School Teacher will open the entrance door and students will be escorted to the room by the teacher.

FAILURE TO ATTEND SATURDAY SCHOOL

- Missing one (1) Saturday School: One (1) day of In-School Assignment.
- Missing two (2) Saturday Schools: Two (2) days of In-School Assignment and loss of privileges for two weeks.
- Missing three (3) Saturday Schools: Three (3) days In-School Assignment and loss of privileges remainder of the school year.

Any unserved Saturday schools beyond three (3) days will result in a ten (10) day Out of School Suspension with a possible recommendation for expulsion being issued.

Only very extreme situations such as death in the immediate family will serve as a valid excuse for failure to attend Saturday School. Please call the school (330) 427-6594 ext. 31001) and leave a message if a student will not be attending Saturday School.

Car problems, transportation issues, sporting events, custodial weekends, etc. will NOT be considered excuses for failing to attend. (Principal will determine validity).

Arriving late to Saturday School will result in not being permitted to serve the Saturday School. **Students must be in the assigned room by 8:00 AM.**

Students are responsible for finding their own transportation to and from Saturday School. The school dress code is in effect.

IN-SCHOOL ASSIGNMENT

As a means for keeping a student in school rather than suspending him/her to a probable unsupervised out-of-school suspension, the district has established an In-School Assignment Program. A student placed on In-School Assignment is removed from the classroom and assigned to a supervised designated work area. The student is also denied participation in any school activities during the school day for the duration of the In-School Assignment. Participation in after school activities or extra-curricular is at the discretion of the administration and coach/advisor of the activity.

- Teacher(s) will assign work related to the course of study for which the student will receive credit
- The student code of conduct will apply while a student is participating through In-School Assignment.

OUT OF SCHOOL SUSPENSION (OSS)

Inappropriate conduct/behavior may result in Out of School Suspension. Students are permitted to complete school assignments for credit during an Out of School Suspension.

EXPULSION

The Principal will make a recommendation for expulsion of a student when other methods of discipline have not proved effective in improving the behavior of the student or if any single serious offense warrants such. The Superintendent will determine the period of expulsion within the limits of the law, which currently states that an expulsion may be up to 80 days in length, carryover from semester to semester or from one school year to another. Students who are expelled will not be granted any credit(s) for assigned classes.

SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES

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, she/her and his/her parents will be notified both in writing, and by phone of the reason for and the length of the suspension.

EMERGENCY REMOVAL

- Removal from class for disciplinary action is a serious matter. Students will be removed from class if they are a danger to themselves or others or if they are interfering with the learning of others.

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.

If a student is questioned as a witness or suspect in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning, and she/he (or a designated staff member/ guidance counselor) will remain in the room during questioning. If an agency is investigating an alleged child abuse or neglect suspect and the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated staff member/guidance counselor) will remain in the room during questioning. If law enforcement or a children's service agency removes a student from school, the building administrator will notify a parent.

APPEARANCE CODE

The Leetonia Board of Education realizes that the dress and appearance of students is the joint responsibility of the schools and the home. While it is not the intent of the Leetonia Board of Education to dictate styles of dress, it does accept its responsibility in the areas of appearance by providing the following standard of appearance for students in the Leetonia Schools. Leetonia JR/SR High School is not the forum for inappropriate expressions of appearance. Students' appearance shall be appropriate to education, activities and the environment of the school. Attire or appearance that is considered unsafe, unclean, immodest, vulgar, and/or gang-related will not be permitted. In general, dress and grooming should be appropriate and be governed by good sense, good taste and cleanliness. Violations of the appearance code may result in progressive discipline.

1. Any type of dress, appearance, or hairstyle constituting a disruption of the educational process will not be permitted.
2. All clothing will be clean and in good taste.
3. Belt, waist, wallet or neck chains/collars are not permitted.
4. Outer garments must cover all undergarments. Bare midriffs are not prohibited.
5. Proper undergarments are to be worn at all times.
6. Students will be clean, well-groomed and not pose a disruption to class.
7. Students may not wear clothing that exhibits obscene statements, pictures, or gestures.
8. Clothing with slogans or trademarks pertaining to alcohol, drugs, tobacco, or gangs will not be permitted.
9. Students are not permitted to wear hats or any type of headgear, such as bandanas and hoods, in school.
10. Coats are to be put in lockers and not worn around the building or in classes without permission.
11. Appropriate footwear must be worn at all times. Safe shoes and proper sandals must be worn at all times within the building and on school field trips or other school sponsored activities.
12. It is recommended that shorts for all students and skirts for girls be closer to the knees than the hips. A student may be asked to change if clothing is deemed too short by administration.
13. Halters, tank tops, tube tops, tops that leave shoulders bare, with the exception of cold shoulder tops and mesh clothing are not to be worn. Midriffs are not to be worn. Undergarments, tank tops, or tops with spaghetti straps are not to be worn as exterior garments.
14. Boxer shorts, biker shorts, or cutoffs are not permitted. Undergarments and T-shirts that have the appearance of undergarments are not to be worn as an outer garment. Undergarments shall not be visible. Shorts are not to be worn over pants.
15. Patches, symbols, writings which "literally" or by implications are obscene or are such as to shock or affront the standards of common decency or proprietary have no place in school and are not permitted. This guideline refers to "t-shirt" imprints that include "double meanings" relating to drugs, alcohol, and sexual behavior; hate groups/symbols or anything that could be considered improper by the community standards.
16. Jeans must not have holes above fingertip length. If holes are above fingertip length leggings or tights must be worn underneath..
17. Jewelry should be tasteful and not distracting.
18. Only functional and traditional makeup is permitted. Boy's facial hair must be neatly trimmed.
19. Backpacks and bookbags are NOT permitted in the classroom.

20. Tattoos (body art) that is obscene, vulgar, racially or ethnically offensive, pertains to violence, gangs, cults, or is otherwise disruptive must not be visible at school or any school event. Exceptionally large or otherwise obtrusive body art is also prohibited. Any hand drawn "Tattoos" on arms, hands, and face are not permitted.
21. Hair must be neat in appearance and must not be cut in nontraditional ways i.e. Mohawks or partially shaved heads. Hair must be a natural color Any uncertainty about the appropriateness of a color or style should result in the questioning of an administrator **before** making changes.
22. Hoods should not be up during school hours.

The building administrator has final say regarding all Appearance concerns.

Teachers may prescribe proper dress in any given laboratory or special situations for the purposes of safety.

Any student representing Leetonia JR/SR High School in any co-curricular activities may be required to adhere to a more rigid and specific appearance pattern. Therefore, it is the student's choice as to whether he/she wants to participate under these circumstances. The advisor, teacher, or coach, in conjunction with the building principal, may establish these appearance guidelines.

Students who are representing Leetonia JR/SR High School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

Students need to be aware that school organizations and departments have the right to make reasonable demands beyond those of the minimum guidelines.

Changing styles and various trends make it difficult to have a written rule for each and every potential dress code situation. The reasonable judgment of the administration will be used to address areas arising that are not specifically covered above. Items that hinder the educational process, are offensive to others, or are dangerous/unsafe have no place in school. Our goal is to protect the learning environment while allowing a high degree of individual self-expression. Parents and students are asked to make responsible choices within these guidelines.

Students violating the dress code will be issued a Warning for the first violation with subsequent violations resulting in detention, Saturday School and Out of School suspension. Students with inappropriate clothing may be required to wear school-issued clothing if parents cannot bring them a change of clothing. Students will be required to phone a parent for a change of clothes if necessary. Failure to comply with this request may result in the student being sent home or discipline consequences being issued.

DRESS CODE

Examples: NOT APPROVED FOR SCHOOL WEAR



It is the purpose of this code to ensure that the educational process may occur without interruption and the student is taught the hygienic skills and basic appearance necessary to be a productive member of society. Freedom of expression is one of the basic civil liberties of the American way of life. With this liberty comes the responsibility of good citizenship manifested through decorum, modesty, common sense and decency which enhances the process of education. With this in mind the following guidelines are presented to ensure the optimal learning environment for all students.

- 1st violation: correction of violation
- 2nd violation: One detention, parent notification, and correction of violation
- 3rd violation: Saturday School detention and correction of violation
- 4th violation: In-School Assignment – Three (3) days and correction of violation

Any student whose appearance is distracting or disruptive to the optimal learning environment will be considered in violation of this code. The administration will serve as the final authority on all matters related to dress and grooming. These are the minimum guidelines for acceptable wear at Leetonia High School. (If a medical condition conflicts with any of these requirements, a signed doctor's excuse is required to be on file describing the condition and the area it affects.)

MISCELLANEOUS

LOCKERS AND PERSONAL PROPERTY

Each student will be assigned an individual locker. Students **MAY NOT CHANGE LOCKERS WITHOUT PERMISSION FROM THE OFFICE.** Lockers are only for storage of school related items.

If anything is stolen, the responsibility rests with the student. **Do not** store valuable items in the locker. The school cannot be responsible for personal belongings, textbooks, or library books taken from a locker. School insurance does not cover any personal property left at school. This includes student projects in Art, Family and Consumer Science and Band Instruments. Lockers should be kept closed and locked. All Physical Education students should have locks on their gym lockers. Lockers are the property of the school and therefore are subject to random searches by authorized personnel at any time. (O.R.C. 3313.20) Searches may include the use of trained dogs under the supervision of their handlers.

HALL PASSES

Students are expected to be in their class and ready for learning when the bell rings. No students are permitted to leave their classrooms without permission and a hall pass. Passes will not be honored by teachers unless the following steps are followed:

1. A Hall Pass MUST BE used.
2. One name is on the pass.
3. Passes are for a one-day basis unless cleared through the office.
4. Students must sign out/ in class with time leaving and returning.
5. No loitering in the halls or restrooms.

No student should be in the hallway during class time, without his or her designated Hall Pass.

CLUB AND ACTIVITY MEETINGS

Students are not permitted in the halls or classrooms during the lunch periods without the approval of the principal. Meetings must be held prior to school beginning or at the end of the day. Consequences: Detentions, Saturday School, Suspension

VISITORS

Parents wishing to speak with a teacher or schedule a conference should make prior arrangements with the principal and teacher. **ANY VISITOR TO THE BUILDING MUST FIRST SIGN-IN AT THE MAIN DESK, AND THEN WILL BE DIRECTED TO THE PROPER INDIVIDUAL. Students are not permitted to bring friends or relatives to school, unless approved by the principal.**

LOITERING

- Students are expected to enter the building promptly upon arriving at school. Students are to report to an area to be assigned and remain there until the first bell.
- Students are expected to leave the building at the end of the school day and are not permitted to remain after hours unless they are part of an extracurricular or co-curricular activity being held under the supervision of Leetonia Junior/Senior High School personnel. Students may not remain in the building unsupervised at any time.

EIGHTEEN YEAR-OLD STATUS

If you are eighteen years of age and live at home with your parents, (guardian), you are under the jurisdiction of your home. If you are living on your own and are financially independent, you are responsible for yourself. Leetonia High School has established a contract for eighteen-year-old students who wish to be emancipated. Students need to contact the principal for further details.

FEES

Charges may be imposed for loss, damage, or destruction of school apparatus, equipment, 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 diplomas for seniors.

ASSEMBLIES

Student assemblies are held in the gym or the auditorium. It is in the assembly that the real character of the school is shown. Take your seats in a quiet, orderly manner. Be restrained and quiet. Give courteous attention to all speakers and entertainers. Students are to refrain from whistling or talking during assemblies and to give due respect to all participants.

FUND RAISING

Any school organization wishing to raise money by selling services, materials, or objects, must secure permission from the principal. The student will assume responsibility once he/she has received the materials or objects to be sold. **Fundraising sales are not permitted by non-school organizations.** Proper handling of funds and appropriate procedures are to be observed by advisers. The district treasurer may clarify requirements.

EXTRA-CURRICULAR EVENTS: DANCES, PARTIES, ACTIVITIES, AND ATHLETIC EVENTS

School advisers have complete authority and total responsibility over all attending the activity. This includes the building, grounds, and parking area.

- In order to attend an extracurricular event, you must be in attendance in school for at least half of the school day provided a legitimate excuse is presented.
- Appropriate school attire must be worn.
- Once a student leaves the event, he/she **will not be readmitted.**
- Displays of affection will not be permitted at the activity, in the halls, or on school property.
- Any student or adult who has consumed or has in their possession, any alcoholic beverages will not be admitted and will receive the appropriate discipline.
- Smoking is not permitted in the school building, school grounds and private or school owned vehicles. This includes vaping.
- Students must stay in the immediate area of the facility opened for the dance, athletic events, or party. They must not enter other areas of the building.
- Unless otherwise stated, school dances and other school activities are for current Leetonia High School students and their guests only. Permission forms for guests may be picked up in the office. The form must be returned for approval, prior to the close of school 24 hours before the day of the activity unless otherwise noted.
- Violations of the above regulations will result in removal from the activity and loss of privileges for future events.
- Attendance and discipline records may be a determining factor in whether a student is eligible for participation in Dances, Parties, Activities, and Athletic Events and Field Trips.

FAN BEHAVIOR

- When attending any extracurricular activity, (ex. football, volleyball, and basketball) all students are expected to be supportive by watching the event.
- No one should be loitering behind the stands during football games, or on the stage or in the hallways during indoor events. No one should enter facilities from rear entrances or unmarked entry points. Entry is only permitted through normal ticket entrances and designated doorways.
- No re-entry. Once you leave the building, **you cannot return.**
- All school rules, including the dress code will be enforced.

GAME REMOVAL

- If removed from a game or activity, you must leave school property immediately and may not return. No refund of admission will be given.
- Any removal will result in suspension from future events and/or trespassing charges being filed.

PUBLICATION OF STUDENT PHOTOS/VIDEOS

* Please be aware that students' pictures/videos may be taken and used for publication in Newspapers, newsletters, and on the school website. These pictures/videos would be used to promote student's accomplishments and programs in our school. If you do not desire to have your child's picture published, please notify the school in writing.

TRANSPORTATION

Bus transportation is a privilege and may be taken away as a result of unacceptable behavior as determined by the principal. **School buses are an extension of the classroom.** Students being transported by a school bus are required to follow the bus safety rules as listed above. This applies to school-owned buses as well as any contracted transportation that may be provided.

Students are assigned to bus operating routes according to the area in which they live. The stops, times, and assignments to buses are expected to remain constant during the school year.

School buses are not able to accommodate special requests for pick-up and delivery. ***The parent is responsible for special transportation arrangements to places other than the appointed bus stop for pick-up or return.*** The bus stops, once established will not be changed for convenience or temporary accommodation. ***Bus stops and routes will not be altered due to community problems and family conflicts. Responsibility for each student upon pick-up and return to the bus stop is that of the parent/guardian.***

Bus routes and bus stops are approved by the Board of Education. Administration is authorized to make such changes as needed for new enrollees, safety and efficient operation. The driver is responsible for student safety and may assign seating or administer discipline as needed.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and the student's actions are recorded, the recording will be submitted to the Principal and may be used as evidence of misbehavior.

PARKING PERMITS

Driving to school is a privilege not a right. Therefore, the following regulations are in effect:

- An application for a permit must be filled out.
- Show proof of a valid driver's license.
- Adhere to rules listed on application.
- Park only in the assigned spot.
- Failure to park in an assigned spot could result in loss of driving privileges.
- Students are expected to park in assigned spots for after school practices and activities.
- Career center students must have parking permits at Leetonia in the event that they plan to drive to school and ride the bus to CCCTC or opportunity school.

BELL SCHEDULE

9-12 Schedule

Prd.	Start	End	Mins
1	7:30 AM	8:23 AM	53
	8:23 AM	8:26 AM	3
2	8:26 AM	9:18 AM	52
	9:18 AM	9:22 AM	3
3	9:22 AM	10:14 AM	52
	10:14 AM	10:17 AM	3
4	10:17 AM	11:10 AM	53
	11:10 AM	11:13 AM	3
Lunch	11:13 AM	11:43 AM	30
	11:43 AM	11:46 AM	3
5	11:46 AM	12:39 PM	53
	12:39 PM	12:42 PM	3
6	12:42 PM	1:34 PM	52
	1:34 PM	1:37 PM	3
7	1:37 PM	2:30 PM	53

6-8 Schedule

Prd.	Start	End	Mins
1	7:30 AM	8:23 AM	53
	8:23 AM	8:26 AM	3
2	8:26 AM	9:18 AM	52
	9:18 AM	9:22 AM	3
3	9:22 AM	10:14 AM	52
	10:14 AM	10:17 AM	3
Lunch	10:17 AM	10:47 AM	30
	10:47 AM	10:50 AM	3
4	10:50 AM	11:43 AM	53
	11:43 AM	11:46 AM	3
5	11:46 AM	12:39 PM	53
	12:39 PM	12:42 PM	3
6	12:42 PM	1:34 PM	52
	1:34 PM	1:37 PM	3
7	1:37 PM	2:30 PM	53

9-12 Schedule (2 Hour Delay)

Prd.	Start	End	Mins.
1	9:30 AM	10:06 AM	36
	10:06 AM	10:09 AM	3
2	10:09 AM	10:45 AM	36
	10:45 AM	10:48 AM	3
3	10:48 AM	11:24 AM	36
	11:24 AM	11:27 AM	3
4	11:27 AM	12:03 PM	36
	12:03 PM	12:06 PM	3
Lunch	12:06 PM	12:36 PM	30
	12:36 PM	12:39 PM	3
5	12:39 PM	1:14 PM	35
	1:14 PM	1:17 PM	3
6	1:17 PM	1:52 PM	35
	1:52 PM	1:55PM	3
7	1:55 PM	2:30 PM	35

6-8 Schedule (2 Hour Delay)

Prd.	Start	End	Mins.
1	9:30 AM	10:06 AM	36
	10:06 AM	10:09 AM	3
2	10:09 AM	10:45 AM	36
	10:45 AM	10:48 AM	3
3	10:48 AM	11:24 AM	36
	11:24 AM	11:27 AM	3
Lunch	11:27 AM	11:57 AM	30
	11:57 Am	12:00 PM	3
4	12:03 PM	12:36 PM	33
	12:36 PM	12:39 PM	3
5	12:39 PM	1:14 PM	35
	1:14 PM	1:17 PM	3
6	1:17 PM	1:52 PM	35
	1:52 PM	1:55PM	3
7	1:55 PM	2:30 PM	35

LEETONIA EXEMPTED VILLAGE SCHOOL CALENDAR 2025/2026

August 19-25 Staff PD Welcome Back
August 25 First Day for Students
August 29- Staff PD
Sept 1 - Labor Day/No School
October 23 / End of First Quarter
October 23 / Conferences
October 24 / No School
November 26-28 / Thanksgiving Break
December 1 Staff PD, Students Off
December 22-January 2 / Christmas Break
January 5 / Classes Resume
January 9 / End of 2nd Quarter 1 st Semester
January 19/ MLK Day, No School
February 12 – Conferences
February 13-16 Presidents Day No School
March 13 / End of 3 rd Quarter
April 3-7/ Easter-Spring Break
May 25/ Memorial Day - No School
May 26 / Last Day For Seniors
May 29/ Last Day of School
May 29 / Graduation
June 1/ Last Day for Teachers