LOWELLVILLE LOCAL SCHOOL DISTRICT

GRADES K-12

STUDENT/PARENT HANDBOOK 2025-2026

The Lowellville School community, staff, students, and families are dedicated to creating a learning

organization which promotes a positive environment conducive to high achievement, where quality teaching and learning experiences occur, thus, aiding all participants in becoming lifelong learners prepared to successfully interact in the global society of the 21st century.

The purpose of this handbook is to give general information about the operation of Lowellville Schools. It is not an attempt to recreate the Lowellville Local School District Bylaws, Guidelines, and Policies. For specific information and/or information not included in this handbook please contact the school administration.

Superintendent
Mrs. Christine Sawicki

Principal
Mrs. Tracie Parry

Assistant Principal
Mr. Jeff Hammond

Board of Education
Mrs. Jennifer Johnson, President
Mr. Joseph Sturm, Vice President
Mr. Gerald Dubos
Mr. Brian Wharry
Mrs. Stephanie Yon

ELEMENTARY K-6 STAFF

Mrs. Megan Anderson	First Grade
Mr. Robert Antonucci	Music
Mrs. McKenzie Augustine	Kindergarten
Alyson Bain	Special Education
Mr. Robert Ballone	Physical Education
Ms. Robbin Carlos	Physical Education
Mrs. Renay Choma	Third/Fourth Grade Science/Social Studies
Mrs. Alayne Commings	Fourth Grade Reading
Ms. Mary Ann Davis	Literacy Coach
Mrs. Julie DiLoreto	Fifth/Sixth Grade Science
Miss Carrine Esenwein	Third/Fourth Grade Math
Mrs. Nicole Firmstone	Title I Math
Ms. Rena Firmstone	Kindergarten
Ms. Mellissa Husosky	Music
Mrs. Alyssa Granitto	School Counselor
Mrs. Stephanie Havrilla	Fifth/Sixth Grade English Language Arts
Mrs. Angela Higgins	First Grade
Mrs. Marsha Kamensky	Library
Mrs. Angela Killingsworth	School Counselor
Mrs. Laraine Matisi	Second Grade
Mr. Nick Matos	STEAM
Mrs. Angel McLaughlin	Secretary
Tyler Noble	Technology Coordinator
Mrs. Diane Nord	Intervention
Mr. David Olson	Fifth/Sixth Grade Social Studies
Mrs. Debbi Sanders	Fifth/Sixth Grade Math
Mrs. Amanda Signor	Third Grade Reading
Mr. William Stanton	Special Education
Mrs. Alyssa Streb	Special Education
Mrs. Tracy Vivo	Behavioral Health and Wellness Coordinator
Mrs. Alina Wittenauer	Second Grade

HIGH SCHOOL 7-12 STAFF

Mr. Bob Antonucci	Band/Choir
Mr. Nick Ballone	Study Hall Monitor
Mr. Robert Ballone	AD/Physical Education
Mr. Stephen Bada	Technology
Miss Robbin Carlos	Physical Education/Health
Ms. Melody Castner	Science
Mr. Tyler Cintron	History
Mrs. Gina DeLuca	Language Arts
Mrs. Lisa Doll	Special Education

Ms. Aleen Donnachie	Math
Mrs. Mellissa Husosky	7/8 Choir/Band
Mrs. Alyssa Granitto	School Counselor
Mr. Eric Grow	Mathematics
Dr. Jared Hale	Science
Ms. Ashley Hamilton	History
Mrs. Angela Killingsworth	School Counselor
Mrs. Laura Macejko	Educational Aide
Ms. Leslie Mercure	Language Arts
Mr. Tyler Noble	Technology Coordinator
Mr. Matt Olson	Science/STEM
Ms. Ashley Policy	Language Arts
Mrs. Jeannine Reamer	Mathematics
Mr. Jared Van Kirk	Art
Mrs. Tracy Vivo	Behavioral Health and Wellness Coordinator
Mrs. Jamie Walski	Spanish
Mr. Richard Wilkins	Special Education

Lowellville Local School District 2025-2026

BOE APPROVED 2/19/25

August 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
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24	25	26	27	28	29	30
31						

September 2025

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October 2025

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November 2025

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December 2025

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January 2026

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

Student Days 176
Teacher Days 184

August	
11-15	Teacher Flex Day (Work 1 day in place of 10/10)
18 & 19	Teacher Work Days
19	Open House - Evening
20	First Student Day Grades 7-12
26	First Student Day Grades K-6
29	No School
September	
1	Labor Day- No School
October	
9	K-12 Conference Night
10	NEOEA Day- No School Students
24	Waiver Day- No School Students
November	
26	Conf. Compensatory Day No School
27-28	Thanksgiving Break - No School
December	
22-31	Christmas Break- No School
January	
1-2	New Year Break- No School
5	Students Return to School
19	Martin Luther King Jr. Day
February	
12	K-12 Conference Night
13	Conf. Compensatory Day- No School
16	Presidents Day- No School
March	
13	Waiver Day- No School Students
April	
3	Good Friday- No School
6-8	Spring Break - No School
9	Students Return to School
May	
22	Seniors Last Day
24	Commencement
25	Memorial Day- No School
28	Last Day of School for Students
29	Teacher Report & Last Day
	Teacher Work Days (3)
	Waiver Day No School for Students
	First & Last Day Students
	No School
	Conf. Compensatory No School
*	Open House - Evening

February 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
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March 2026

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April 2026

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19	20	21	22	23	24	25
26	27	28	29	30		

May 2026

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026

S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1st Quarter 08/20 - 10/23 (44 days)
2nd Quarter 10/27 - 1/9 (42 days)
3rd Quarter 01/12 - 03/20 (46 days)
4th Quarter 03/23 - 05/28 (44 days)
Total- 176 Days

GENERAL INFORMATION

PARTNERS WITH TEACHERS

Schools alone do not educate children. Education is a partnership between home and school. Parental involvement in the school's program often results in improved student achievement. Parental involvement indicates to children that education is important. Some ways you can provide support are to:

1. Indicate that school is important
2. Encourage good attendance

3. Visit with your children's teachers
4. Call or visit the school if you are concerned about a child's particular school experience
5. Visit the teacher when children are not happy about school
6. Find out why and work together to solve the problem
7. Check homework for neatness and completeness (Do not do homework for children)
8. Check with teachers for ways you can help your child
9. Work as a volunteer in the school
10. Join the Parent-Teacher Organization

PARENTS BILL OF RIGHTS

In accordance with Ohio law, the district upholds and respects the fundamental rights of parents and guardians to direct the upbringing, education, health care, and mental health of their children. As part of the Parents' Bill of Rights, the district is committed to maintaining open communication and ensuring transparency in matters affecting students.

Parental Rights Include, but Are Not Limited To:

- The right to access and review all instructional materials and curriculum used in the classroom.
- The right to access their child's education records, including health and well-being information maintained by the school.
- The right to be informed in advance and provide consent before any surveys, health screenings, or questionnaires are administered to their child that include questions on sexual behavior, political beliefs, religion, or mental health.
- The right to request information about the professional qualifications of their child's teachers and school staff.
- The right to be notified and to opt their child out of instruction related to sexuality or gender ideology.
- The right to participate in decisions regarding their child's mental, emotional, or physical health.

District Responsibilities:

- The district will provide access to curriculum and instructional materials upon request.
- Parents will be notified prior to any significant changes in services related to their child's mental or physical health.
- No material deemed obscene or inappropriate for minors will be part of the instructional content.
- The school will not withhold information from parents about a student's health or well-being unless required by law.

Parents are encouraged to contact the building principal or superintendent's office with any questions or concerns regarding their rights. The district believes that a strong partnership between schools and families is essential to student success

REPORTING TO SCHOOL

Elementary
Elementary students are permitted to enter the building at 7:15 AM. They should enter through the back cafeteria doors and will be released to their classroom at 7:30 AM.

High School
High school students are permitted to enter the building at 7:25 AM. They should enter through the front main entrance.

EARLY DISMISSAL AND RETURN POLICY
Students who leave school early are not permitted to return the same day unless they have a professional excuse. Acceptable professional excuses include documentation from a doctor, dentist, or other healthcare provider. Students must present the professional excuse to the main office upon their return.

SCHOOL CLOSING
It is the parents' responsibility to make arrangements for the supervision of their children for early dismissal and/or in the event that there is an unexpected school closing. Certain conditions, including extremely inclement weather, may necessitate cancellation of school or a delay in starting time. Parents are advised to listen to one of the following Youngstown area television stations if they suspect a change in the school day: WFMJ (21), WKBN (27), WYTV(33), etc. School closings will also be announced through our ALL CALL system and social media outlets.

*If school will be dismissed early for all students, it will be announced through the ALL CALL system.

ELEMENTARY TREATS
Treats may be brought to school for special occasions. Please check with the classroom teacher to arrange a convenient time. We define a treat as candy or something simple, inexpensive, and easy to distribute in the classroom. Treats may not be accepted if prior arrangements have not been made and/or if the treat is not easily distributed, subject to any classroom food allergies or dietary restrictions.

ELEMENTARY PARTIES
Teachers may have parties at their discretion. Details will be sent home by the teacher. Students are not permitted to organize "surprise" parties for their teachers. Distribution of invitations for student parties is not permitted at school unless ***all*** students receive an invitation.

STUDENT DELIVERIES
Students are not permitted to have parents/guardians/friends drop off food to them during the day from outside restaurants and/or utilize food delivery applications including DoorDash, etc.

ITEMS BROUGHT TO SCHOOL
At times, children will want to bring something to school that is related to the course of study or has some other educational value. Although we encourage this, items which are expensive, irreplaceable, or of great personal or family value should not be brought to school as they might be stolen, lost or broken. The child is responsible for the item that is brought to school.

Do not allow children to bring any glass objects or items in glass containers on the school bus. Hard balls, frisbees, etc. should not be brought to school as they are not permitted on the playground. Due to the number of students on the playground at one time, any toys which could be considered a threat to another student (eyes especially) should not be brought to school.

Pets should not be brought to school unless prior arrangements are made by the teacher and the parent.

SALES IN SCHOOLS

Students or groups are not authorized to sell items at school. All fund raising or related sales must be approved by the Principal.

FINANCIAL OBLIGATIONS/STUDENT/FEES

All students will be assessed a student fee of $20 to offset class dues, field trips, and miscellaneous supplies. The maximum family fee is $50.

Students shall be required to pay for damage they cause directly or indirectly to school property. School property includes all buildings, buses, motor vehicles, furniture, equipment, supplies, desks, books, trees, lawn shrubbery, fences or other property of any kind owned by the District. If students directly or indirectly damage school property, they, their parents or guardians are responsible for paying the cost involved.

Report cards and transcripts will be released when all financial obligations are met. Diplomas may be withheld until graduation fees are met.

TECHNOLOGY

ACCEPTABLE USE AND INTERNET SAFETY

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy computers include District-owned desktop computers, laptops, tablets and other mobile computing devices.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language that may be offensive to another user or intended to harass, intimidate or bully other users;

3. accessing personal social networking websites for noneducational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District has also purchased monitoring devices that maintain a running log of Internet activity, recording which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:
1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and internet access during the school year must read the acceptable use and internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. The District reserves the right to amend policies and regulations as necessary throughout the school year. Users are

notified of the updated policies and regulations and must comply with the updated requirements. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet and software programs off District property. All users using platforms established for e-learning regardless of whether the student or employee is using a personal or District-provided device must be used in accordance with the standards for conduct outlined in this policy and the accompanying regulation. Users in violation of this policy or the accompanying regulation may be subject to discipline.

Lowellville Local School District 2025-2026 Technology Responsibility Plan

The Lowellville Local School District is providing and administering a responsibility plan for students and parents as part of our Chromebook 1:1 initiative. Families will pick from two options for students in grades 3-12 who take their Chromebook home. Please note: Technology fees will be waived for students who qualify for free or reduced-price lunch, ensuring all students have equitable access to the tools they need for learning.

Option 1 - Annual Warranty	
Cost:	An annual non refundable $50 warranty.
Type of Coverage	Regardless of potential/accidental damage to a student's Chromebook, the $50 warranty will cover the student's responsibility.
Family Cap	$150
Effective Date	Based on receipt of signed agreement and payment of the annual warranty of $50.
Expiration Date	Last day of school for the 2025-2026 school year or date of un-enrollment.

Option 2 - Tiered Payment Structure	
Cost:	Tier 1 - $25, Tier 2 - $50, Tier 3 - $100, Tier 4 - $200
Type of Coverage	Coverage is based on a Tiered System and type of damage.
	Tier 1 $25 - Missing keys on keyboard, peeled up trackpad, minor chassis/casing damage, broken camera, broken or lost/stolen power adapter, broken speaker, and additional damages as applicable.
	Tier 2 $50 - Moderate chassis/casing damage, additional damages as applicable, combined Tier 1 damage.
	Tier 3 $100 - Damaged screen, major chassis/casing damage impacting 3 or more parts of the device, damaged mainboard power button or ports, additional damages as

	applicable, and combined Tier 1-2 damage.
	Tier 4 $200 - Device replacement due to fluid damage, destruction, loss, or theft, additional damages as applicable, combined Tier 1-2-3 damage.
Effective Date	Based on receipt of signed agreement.
Expiration Date	Last day of school for the 2025-2026 school year or date of un-enrollment.

Student is responsible if:

- Dishonest, Fraudulent, Intentional, Negligent or Criminal Acts causes damage or loss and occurs in conjunction with dishonest fraudulent, intentional, negligent or criminal acts.
- Consumables are lost (case and/or chargers)
- Cosmetic Damage that does not affect the functionality of the device occurs. This includes but is not limited to scratches, dents, and broken plastic ports/parts or port covers.
- "Jail-breaking" or otherwise voiding the manufacturer's warranty by altering the software.
- Lowellville School District is not responsible for any loss or damage related to the Chromebook, including any indirect costs or consequences (such as repair fees, data loss, missed work, or other expenses) that result from damage, malfunction, or misuse of the device.

Student Loaner Devices

- If a student device is damaged, he or she WILL receive a loaner during the repair process. Students should treat the loaner as if it were the original device. If the loaner is damaged, students are financially responsible for all repair costs.
- If a device has been misplaced or left at home, students WILL NOT receive a loaner. Payment for the lost device will be required within a week to receive a new device. If the device is found, a refund of payment will be given to the student.

LOWELLVILLE SCHOOL 1:1 INITIATIVE

The Google Chromebook and any accessories that have been issued to students are the property of Lowellville School District. The Chromebook is on loan to the student and must be used in accordance with the following policies and procedures in the Technology Acceptable Use Policy for Students:

1. Parents/guardians may be given the child's login name and password so that they can supervise the student's use of the computer.
2. Parent/guardians and students should be aware that access to the Internet outside of the school district is occasionally unfiltered.
3. The District has the right to randomly inspect any Chromebook, application, or peripheral device. This includes but is not limited to browser history, email, media that has been accessed, downloaded or created, documents, pictures, and all files. The District has the right to review these items for appropriateness and to limit or revoke a student's access to them.
4. Each Chromebook is assigned to an individual student. Students should never "swap" or share their Chromebook with another student, friend, or sibling.

5. Students must have their Chromebook and chargers with them at school. Students should bring the Chromebook to school fully charged.
6. Use of the Chromebook for anything other than teacher-directed or approved activities during instructional time is prohibited. This includes but is not limited to internet or computer games and other entertainment activities, email, instant messaging, chat, and use of the internet for anything other than school-related research.
7. Pornographic, obscene, or vulgar images, sounds, music, language, or materials, including screensavers, backgrounds, and or pictures are prohibited. District policy will be followed.
8. Students are not allowed to download or install any software or other materials. District technology staff will perform all approved software installations.
9. Computers are not to be used to take pictures or videos without the consent of all persons being photographed. Taking photos or video at school should only be done for instructional purposes directed by the teacher.
   *The administration has the authority to make a decision on any unforeseen situations or incidents not covered by this handbook or code of conduct. The Superintendent shall be informed and, if necessary, appropriate action to amend this handbook shall follow with Board of Education approval.

GOOGLE SERVICES

As part of our educational technology resources, the Lowellville Local School District provides students with access to various Google services to support their learning. Google now requires schools to obtain parental consent for students to use certain additional services beyond the core Google Workspace for Education tools. These services may provide enhanced learning opportunities but also collect limited user data.

Below is a list of Google Additional Services that require parental consent:
Google Bookmarks
Chrome Web Store
Google Earth
Google Books
CS First
Google Maps
Google My Maps
Google News
Google Photos
Google Play
Google Translate
Looker Studio
Material Gallery
YouTube

These services may allow students to create and share content, use location-based tools, or access additional digital resources. The district takes student privacy seriously and adheres to all applicable laws and regulations, including the Children's Online Privacy Protection Act (COPPA) and the Family Educational Rights and Privacy Act (FERPA).

LOWELLVILLE LOCAL SCHOOL DISTRICT CELL PHONE POLICY

To maintain a focused and safe learning environment, the following cell phone policy applies to all students:

Grades 7-12

- Cell Phone Storage: Students in grades 7-12 are required to place their phones in designated cell phone pouches on the back of each classroom door at the start of each class and study hall.
- Usage Restrictions: Phones are not permitted during class time or study halls to support a focused, distraction-free learning environment.
- Permitted Usage Time: Phones may be used only during lunch breaks.

Grades K-6

- Cell Phone Storage: Students in grades K-6 can keep their phones stored in their backpacks or place them in the classroom cell phone pouches.
- Usage Restrictions: Phones must remain stored throughout the entire school day and are not permitted to be used at any time.

General Guidelines

- Safety and Security: In case of an emergency, supervised access to phones may be granted as needed to ensure the safety and communication needs of students and staff.
- Parent Communication: To minimize disruptions during school hours, parents and guardians should contact students by calling the main office, as students are expected to follow the school's cell phone restrictions throughout the day.

Disciplinary Actions

- **1st Offense:** Phone will be confiscated and released to a parent. If a parent cannot pick it up, it will be returned to the student the following day.
- **2nd Offense:** Phone will be confiscated and only released to a parent.
- **3rd Offense:** Loss of cell phone privileges for the remainder of the year.

Exceptions will be made for students whose IEPs permit the use of cell phones or other electronic devices, as well as for students who require such devices to monitor a health condition. (R.C. 3313.753)

PARENT-TEACHER CONFERENCES

Two parent-teacher conferences are scheduled for all parents each school year. They are held in October and February. Specific dates and times will be sent to you via *district all-calls, teacher newsletters and the school's website.* Every teacher has a daily planning time. If you need to speak to a teacher please call 330-536-8426 to schedule an appointment.

HALL PASSES

Students may be excused from class only under the direct supervision of a teacher. Students in the halls after the tardy bell must have a pass. It is the student's responsibility to obtain a pass/late slip from a teacher or the office. Any student in the halls without a pass may be given detention.

ACCIDENTS

All accidents must be brought to the attention of the office. An accident report must be made out by the teacher in charge at the time of the accident. All students must have an emergency medical report form on file in the office. (Forms are made available at the beginning of the school year.) Any injury, illness or accident must be reported by the student to the teacher in charge or to the Principal.

DAILY SCHEDULE K-12

ELEMENTARY

Cafeteria Doors will open at 7:15 a.m.
7:40 a.m.- 2:45 p.m.

HIGH SCHOOL

Front Main Entrance Doors will open at 7:25 a.m.

7:40 - 8:10	Homeroom
8:13 - 8:55	1st Period
8:58 - 9:40	2nd Period
9:43 - 10:25	3rd Period
10:28 - 11:10	4th Period
10:28 - 10:58	Lunch
11:01 - 11:43	5th Period
11:13 -11:43	Lunch
11:46 -12:28	6th Period
12:31-1:13	7th Period
1:16 - 1:58	8th Period
2:01-2:45	9th Period

CAFETERIA LUNCH TIMES

10:28 - 10:58	Grades 7-8
11:13 - 11:43	Grades 9-12
11:46- 12:16	Grades K-1
11:56 - 12:26	Grade 2
12:26 - 12:56	Grades 3-4
12:36 - 1:06	Grades 5-6

2 HOUR DELAY SCHEDULE

9:40 AM - 2:45 PM

Elementary

Elementary students are permitted to enter the building at 9:15 AM. They should enter through the back cafeteria doors and will be released to their classroom at 9:30 AM.

High School

High school students are permitted to enter the building at 9:25 AM. They should enter through the front main entrance.

HIGH SCHOOL 2 HOUR DELAY SCHEDULE

9:40 - 9:55	Homeroom	
9:58 - 10:25	1st Period	
10:28 - 11:10	4th Period	MS Lunch – 10:28 - 10:58
11:01 - 11:43	5th Period	HS Lunch – 11:13 - 11:43
11:46 - 12:13	2nd Period	
12:16 - 12:45	3rd Period	
12:48 - 1:13	6th Period	
1:16 - 1:41	7th Period	
1:44 - 2:09	8th Period	
2:12 - 2:45	9th Period	

CAFETERIA INFORMATION

Breakfast Pricing
K-12 Paid- $1.25
K-12 Reduced- $0.30

Lunch Pricing
K-6 Paid- $2.75
7-12 Paid- $3.00
K-12 Reduced- $0.40

CAFETERIA CONDUCT

All students are required to eat lunch in the school, whether by tray or by bag lunch. Students may not leave the building or have lunch delivered from outside the school.

The following rules apply to cafeteria conduct:

1. Students are expected to keep the cafeteria in a clean and orderly condition for the next lunch group.
2. Students in the lunch line will stand in single file. Courteous behavior is acceptable behavior.
3. Quiet voices should be used at all times in the cafeteria.
4. A student must take the first tray or milk he or she touches.
5. Students should watch their trays, watch where they are going, and notify the teacher of any spills immediately.
6. Students should sit in their assigned areas.
7. Students should try to eat all the food on their trays. No snacks should be purchased until the tray or bag lunch has been finished.
8. Food, snacks, or drinks are permitted in the cafeteria.

9. All trays, paper products, and silverware must be cleaned off the table and deposited in the proper receptacle in a mannerly way, taking care to put silverware in the proper place. Students should take trays back when directed to do so by the teacher on duty.
10. Playing with or throwing food in the cafeteria is not permitted. Trays must be returned to the proper area. Students are expected to dispose of their own garbage and to clean up after themselves.
11. All food and drink is to be consumed in the cafeteria. No food or drinks will be permitted in the classrooms or outside the cafeteria.

GRADING SCALES, REPORT CARDS AND GRADUATION INFORMATION

ELEMENTARY
GRADING SCALE

90 – 100	A or O
80 – 89	B or S+
70 – 79	C or S
60 – 69	D or S-
59 – 0	F or U

STANDARDS BASED REPORT CARDS GRADES K-2
Students in grades K-2 will receive a standards based report card. A standards-based reporting system is designed to inform parents about their child's progress towards achieving specific learning standards. Instead of letter grades, K-2 students will receive a letter of M, P, or N representing their performance on a particular standard.

M= Show evidence of meeting state standards
P= Shows progress towards meeting the state standards
N= Shows little or no progress toward meeting the state standards.

HIGH SCHOOL GRADUATION REQUIREMENTS
Students must complete all local and state requirements to graduate. Please consult your guidance counselor and/or course handbook for the specific course requirements for graduation including requirements for honors diplomas.
25-26 Course Catalog

Graduation Requirements

CLASS SCHEDULES
Students must carry a minimum load of at least six (6) credits in grades 9-12. Unless approved by administration, students will not be granted permission to take less than the minimum class load.

VALEDICTORIAN AND SALUTATORIAN SELECTION

The graduating Senior(s) having the highest and the second highest cumulative grade point average, based upon a 4.0 grading scale, and having completed any courses required by the Ohio Department of Education, the Lowellville Local School District, will be named Valedictorian(s) and Salutatorian(s) respectively. Only the final average per subject (semester or year course) will be used to figure point average and class rank. Students are ranked at the end of each semester. However, the final grade earned determines the ranking for that particular year. GPA will be calculated to the hundredth place holder. The 7th semester ranking will define the final class ranking of seniors for the graduation programs. A final transcript of all grades, including the 7th semester grades, will be sent to all colleges and/or prospective employers. In a situation of ties in rank, students with the same GPA will be assigned the same rank for the final class rank only. Rank order following ties will assume the next ranked position.

In an effort to recognize academic excellence, a class valedictorian and salutatorian will be chosen. The following criteria will be taken into consideration:

1. Valedictorian(s) will be the graduating senior(s) having the highest grade point average.
2. Salutatorian(s) will be the graduating senior(s) having the second highest grade point average.
3. In case of ties, equal GPA's, CO-valedictorians and/or CO-salutatorians will be named.
4. Valedictorian and salutatorian status will be based on the 7th semester GPA.
5. Beginning with the class of 2026: No tutored courses, online courses (excluding College Credit Plus), or summer school classes for remediation or acceleration will be accepted. Online class substitution will be permitted if the district's master schedule cannot accommodate a class. Valedictorians/Salutatorians must also meet criteria for Honors Diploma. Students must take the required courses and pass with at least a final grade of a B or higher.

Requirements

1. 4 Credits of English including Advanced I, II, III and IV
2. 5 Credits Math including Calculus
3. 4 Credits of Science including: Physical Science, Biology, and Physics and at least 1 of the following: Anatomy and Physiology or Chemistry
4. 4 Credits of Social Studies including: World History, U.S. History, Government, and one social studies elective
5. 3 Credits of 1 Foreign Language or 2 credits each of 2 Foreign Languages

*The College Credit Plus equivalent as determined by the Lowellville Local School District of any of the above course offerings shall be sufficient to satisfy any particular course requirement.

A graduating Senior shall have a minimum of 28 course credits to be eligible to be named Valedictorian or Salutatorian.

A student must enter Lowellville High School by their junior year and attend 4 consecutive semesters to be eligible for Valedictorian/Salutatorian.

The selection of class valedictorian and salutatorian each year is determined by a set of guidelines which may be obtained from your guidance counselor. You are encouraged to check your eligibility for these awards periodically throughout your high school years.

GRADE LEVEL CLASSIFICATION

Grade 9	0 to 5 1/4 credits
Grade 10	5 ½ to 10 3/4 credits
Grade 11	11 to 16 1/4 credits
Grade 12	16 ½ credits minimum

GRADES

A	Superior Performance	4 points
B	Strong Performance	3 points
C	Satisfactory Performance	2 points
D	Minimum Performance	1 point
F	Very Poor Performance	0 points
*WP	Withdraw Passing	0 points
*WF	Withdraw Failing	0 points, figured in G.P.A.

I Incomplete; work must be completed as arranged by instructor or grade becomes an F

* To be determined by the counselor, principal or assistant principal.

Students should expect homework assignments, quizzes, weekly unit and/or grade period tests. If you have any questions regarding your grades, be sure to speak with your teacher(s) as soon as possible.

A	3.50 - 4.00	A	90 - 100
B	2.50 - 3.49	B	80 - 89
C	1.50 - 2.49	C	70 - 79
D	.50 - 1.49	D	60 - 69
F	.00 - .49	F	59 - below

COURSE REPETITION

In order to ensure academic success and progression towards graduation, it is essential that students meet the required standards in all their courses. Therefore, the following policy applies to any student grades 7-12 who fails a course:

- Course Repetition Requirement: Any student who fails a course must repeat the course to meet the academic requirements and earn the necessary credit.
- Responsibility for Course Cost: The student and their family are responsible for covering the cost of the repeated course. This includes any associated fees, materials, and other expenses incurred during the repetition of the course.
- Options for Repetition: Students may have the option to repeat the course through summer school, online platforms, or during the following academic year, depending on availability and scheduling.
- Impact on Academic Progress: Failing and subsequently repeating a course may impact a student's academic schedule and progression. It is important to communicate with school counselors to plan accordingly and ensure that all graduation requirements will be met.

NATIONAL HONOR SOCIETY

PROCEDURE FOR NATIONAL HONOR SOCIETY SELECTION

The induction for National Honor Society will take place in the Spring so that the student's GPA can be based on five semesters, one of which includes the junior year.

To meet the requirement of scholarship, a student must have an accumulative GPA of 3.4 or above at the end of the first semester of his/her junior year.

Beginning with the class of 2027 to meet the requirement of scholarship, a student must have an accumulative GPA of 3.7 or above at the end of the first semester of his/her junior year.

To meet the requirement of service, a student must take part in at least 30 hours of service projects during his/her freshman, sophomore, and junior years. Service projects can involve community, church, or school activities that a student volunteers for and provides dependable and well organized assistance. Service hours cannot be done during class time, unless it is a supervised class or activity.

To achieve leadership, a student must take part in at least one activity that displays leadership, responsibility, reliability and dependability during his/her freshman, sophomore, and junior years. (e.g. an officer or active member of an organization either at school, work, church or community; or a participant in a sport) The student must provide a letter of endorsement from the sponsor of the organization or the team coach verifying the leadership qualities.

To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Academic dishonesty at all levels will immediately disqualify any student from consideration for membership. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership.

These forms and the application are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Any or all students who have the 3.4 (3.7 class of 2027) GPA must provide all the above documentation to the NHS advisor.

The Principal will appoint a Faculty Council consisting of five teachers annually. Neither the NHS advisor nor the Principal can be a member of this Council. The Faculty Council will review all candidates that have provided the necessary documentation to the NHS advisor. The Council will then vote on each candidate. If a member of the Council feels that a candidate is not eligible for induction into NHS he/she must give a reason why. In cases of nonselection, efforts will be made to explain the selection process to those students and families who are unhappy about the results of the selection process. The faculty member names will remain anonymous. A candidate must be selected by at least three of the five Council members.

The Lowellville High School chapter of the NHS shall write bylaws to amplify sections of the Constitution of the National Honor Society and to clarify operating procedures. The bylaws shall contain information concerning the election and duties of officers, the schedule of meetings, member's obligation, and the like.

** The requirements for National Honor Society may be amended at any time by the NHS Faculty Council and the building Principal.

NATIONAL HONOR SOCIETY APPEAL PROCESS

The description below describes the process for requesting an appeal in cases of non-selection to the NHS and dismissal from the NHS.

Each year, the Lowellville High School NHS chapter undertakes a process to select new members. Selection to NHS is a privilege bestowed upon students by the faculty of the school, and not considered a right inherent to any student. Technically, students do not apply for membership in the National Honor Society; instead, they await an invitation to provide more information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council in each school on the condition of having met the standards for selection established at the local level and based on the provisions of the national constitution.

Each chapter has the authority to establish local requirements above the minimum requirements established by the national NHS organization. Inevitably, some student candidates are not selected. Parents, in an effort to understand this non-selection, often contact the national office. While the national office is willing and able to confer with parents regarding the disappointing news of non-selection, they are limited as to how they can respond. The national office does not hear appeals of non-selection or discipline of individual students.

In seeking to understand the reasons for non-selection, a parent or student may request a meeting for clarification. Below is the proper procedure that must be followed when seeking clarification or before an appeal can be granted.

1. **Consult first with the chapter advisor.** Your first inquiry should always be with the faculty member assigned to serve as the adviser (or sponsor) of the chapter at your school. This individual facilitates the selection process (but does not vote) and may be able to clarify the nature of the selection process or the decisions that were made regarding your student. The adviser can also inform you on the formal process for appeals based on local chapter guidelines.

2. **Filing a formal appeal. Non-induction:** A parent may appeal the decision of the NHS selection committee based on one of the following reasons only: technical or procedural errors. Technical or procedural errors might include the inadvertent omission of a student's name from the list of those qualified for induction, the erroneous averaging of grades, or the chapter's failure to follow prescribed procedures. Appeals of non-selection will not be granted for a reevaluation of essays or for reasons related to the failure of a candidate to include information that was not submitted during the initial selection process.
    - All appeals are heard by the building principal (or their designee).

- Upon receipt of the decision not to induct a candidate, a parent may make a written appeal to the building principal. The appeal must be made in written form. No appeals will be heard by the principal prior to official notification of non-selection.
- The request for an appeal must state the reason for the appeal.
- An appeal must be registered with the principal's office within two weeks of the notice not to induct a candidate.
- The building principal will hear the appeal, investigate the concerns presented, and submit a written response within two weeks of the date of the appeal.
- The decision of the building principal is final.

3. **Appeals of Dismissal Cases.** A parent may appeal the decision of the NHS Faculty Council to dismiss a student from their membership based on one of the following reasons only: adequacy and fairness of the Faculty Council procedures. The Principal makes the final determination regarding the application of "adequacy and fairness" and this decision will be based on an investigation of the concerns. The National Council and NASSP do not have the authority to hear or make any decision regarding appeals in dismissal cases.
    - In order to appeal a dismissal, the dismissed member or their parent must appeal the decision of the Faculty Council to the building principal.
    - All appeals are heard by the building principal (or their designee).
    - Upon receipt of the decision to dismiss a member from NHS, a parent may make a written appeal to the building principal. The appeal must be made in written form.
    - The request for an appeal must state the reason for the appeal.
    - An appeal must be registered with the principal's office within two weeks of the notice to dismiss a member.
    - The building principal will hear the appeal, investigate the concerns presented, and submit a written response within two weeks of the date of the appeal.
    - The decision of the building principal is final.

ATTENDANCE

HIGH SCHOOL TARDINESS

Punctuality is crucial for maintaining an effective learning environment. Students are expected to arrive to class on time to avoid disruptions. The following policy outlines the consequences for tardiness:

DEFINITION OF TARDY: The school day begins at 7:40 AM. A student is considered tardy if they are not in their assigned classroom when the bell rings. All tardiness to school will be considered unexcused except for:

- Severe weather conditions
- Doctor's appointment, medical reason (the student must have a written excuse from the doctor)
- Appearance in court (student must have a written notice from the court)
- Late arrival of the school bus

It is understood that there are unforeseen reasons causing a student to be late to school. Therefore, a student will not be penalized for the first two unexcused tardies in each 9 weeks. Tardies will start over each 9 weeks.

CONSEQUENCES FOR TARDINESS

- 3rd unexcused tardy will result in a written warning/parent notification.
- 4th and subsequent tardies will result in a detention for each occurrence.

CHRONIC TARDINESS: Students who are tardy five or more times in a semester may face additional disciplinary actions, including:

- Loss of school privileges, which could including school dances, field trips, RISE days
- Possible in-school suspension.
- Mandatory participation in an attendance improvement plan.

CLASSROOM TARDIES

The classroom teacher keeps track of tardiness to class. Teachers may assign classroom detentions for tardiness to class on the 4th violation. NOTE: Classroom tardies accumulate throughout the entire school year.
If you are tardy to class because of detainment by another teacher, you must have a pass from the staff member who caused your lateness. Office personnel will not issue passes for entrance into class unless they detain you.

ABSENCE

Students are expected to be in school on time every day that school is in session. If a student is absent, the parent must call the school office (ext 0) before 9:00 a.m. to report the student's absence and give a reason for it. Without a parental call off, a student WILL NOT be permitted to make up missed work. This absence will be an UNEXCUSED absence unless a doctor's note or a valid copy of a prescription is presented to the attendance officer within 48 hours of the student's return to school, or if the absence meets any of the criteria below:

Reasons for which students may be EXCUSED include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
4. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
5. quarantine for contagious disease;
6. Medical, behavioral or dental appointment. The approving authority may require the written statement of a physician, mental health professional, or dentist if it is deemed appropriate;
7. observance of religious holidays consistent with a student's truly held religious belief;
8. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
9. college visitation;

10. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
11. absences due to a student being homeless or
12. as determined by the Superintendent.

Absence for any reason other than those cited above is unwarranted and is considered an UNEXCUSED absence, even when a parental call off is made. While it is sometimes necessary to schedule doctor or dentist appointments during school hours, it is suggested that this not be done on a regular basis. When it is done, the student must bring a physician's slip to the elementary school within 48 hours of returning to school.

Absenteeism Type	Consecutive Hours	Hours per School Month	Hours per School Year
Chronic Absenteeism	NA	NA	10% of total hours either *excused or unexcused*
Excessive Absences	NA	38 excused or unexcused hours absent *unless* the absence is medically excused	65 excused or unexcused hours absent *unless* the absence is medically excused
Habitual Truancy	30 hours *without* a legitimate excuse for the consecutive absences	42 hours *without* legitimate excuses for absences	72 hours *without* legitimate excuses for absences

Ohio law (ORC 3321.191(E)) requires districts to report to the Ohio Department of Education the information below:

- When the district notified a parent or guardian that a student has excessive absences.
- When a child has been absent without legitimate excuse from the public school the child is supposed to attend for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in one school year.
- When a child of compulsory school age who has been adjudicated an unruly child for being a habitual truant violates the court order regarding that adjudication.
- When an absence intervention plan has been implemented for a child under Ohio law.

*Any questionable pattern of attendance will be checked by the building principal and may be referred to the County Attendance Officer.

RELIGIOUS EXPRESSION DAYS

In accordance with Ohio Revised Code 3320.04, students are permitted up to three (3) excused absences per school year for religious expression days. These days may be used for observance of religious holidays, festivals, or other sincerely held religious or spiritual practices.

Parents/guardians must provide written notice of the selected days to the school within 14 school days of the start of the school year, or within 14 school days of a student's first day of enrollment. These days will not count toward excessive absence calculations under ORC 3321.191(C)(1).

Students will be given reasonable accommodations to make up any missed classroom work, assignments, or assessments without academic penalty. Religious expression days will not prohibit a student from participating in extracurricular activities, including interscholastic athletics, scheduled for that day.

A non-exhaustive list of major religious holidays is available on the school website under "Quick Links," upon request from the school office, or on the Ohio Department of Education and Workforce website.

HIGH SCHOOL ATTENDANCE FOR EXTRA-CURRICULAR ACTIVITIES

Students must be in attendance at school the entire day of an extra-curricular event. Students must be in attendance before the end of homeroom and complete the school day to be eligible for extracurricular activities. The building principals may excuse a student for the following reasons:

1. Doctor appointments with written doctor's excuse.
2. Attendance at a funeral
3. School business
4. College visitation with documentation
5. Other good and just causes approved in advance by the building Principals

Students expelled, suspended from school, or serving in-school intervention are not eligible to participate in extracurricular activities during that period of time.

MAKE UP WORK

Students are always permitted to make up missed class work for EXCUSED absences. Students will not be permitted to make up any work and will receive zeros/no credit for UNEXCUSED absences. It is solely the responsibility of the student to obtain all missed work.

MAKE-UP ASSIGNMENT POLICY

Each student who has been absent must immediately upon return to school make arrangements with his/her teacher(s) to make up any work missed. Students are given one (1) day to make up homework/assignments, etc. for each day of excused absence. For example, if the student has been absent for three (3) days and the absence is excused, he/she has three (3) days upon return to school to make up any missed assignments. If a student exceeds (10) or more excused consecutive absences he/she is only allocated (10) days to make-up any missed assignments. When circumstances warrant, a time extension may be arranged through the building administrators/teachers. If a student is going to be absent from school for three (3) or more days, please contact the school office to arrange a time to pick up requested assignments.

LOWELLVILLE HIGH SCHOOL POLICY

When a student reaches 9 UNEXCUSED absences in a semester class, he/she will be non-credited and must retake the course. Similarly, when a student reaches 18 UNEXCUSED absences in a year class, he/she will be non-credited and must retake the course regardless of the student's current grade in the class.

Absences due to doctor's appointments, family illness (with doctor's excuse), court appearances, participation in recognized religious services, family funerals, out of school suspensions, and school sponsored field trips will not count towards the 9/18 loss of credit policy However, absence for any of the aforementioned reasons must be accompanied by proper documentation.

PARENT EXCUSED ABSENCES POLICY

In addition to the above, a student may have up to 9 parent-excused absences per class each semester, for a maximum of 18 parent-excused absences per class per school year. Once a student reaches this threshold, any further absences will require a professional excuse (doctor, dentist, etc.) to be considered excused. Proper documentation must be submitted within 48 hours of the student's return to school, or it will not be accepted.

If a student exceeds the 9/18 parent-excused absences limit without a professional excuse, those additional absences will be considered unexcused. Consequently, students will not be permitted to make up any missed schoolwork for these days.

REQUEST TO LEAVE SCHOOL (SIGNING OUT)

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

VACATIONS

We realize that parents often cannot control the dates of their vacations; however, such days do not constitute legal absence from school according to state law. Students who go on vacation will be considered for EXCUSED absences only if the following conditions are met:

1. A Vacation Request Form must be filled out by the parents and returned to the Principal's office for approval at least one week before the first day of the absence.
2. Students must be on vacation with their own parents.
3. Parents and students must make arrangements with all teachers for missed class work and assignments prior to leaving for vacation.
4. Students MUST have a passing grade in all classes when the form is presented to the teacher prior to the vacation.
5. Excused vacations WILL NOT be granted during any state testing window.

WORK PERMITS

Application cards for work permits may be secured from the Main Office prior to 3:30 P.M. on school days. You should provide your birth certificate and have a parent accompany you when you request the form.

POST-SECONDARY OPTIONS

Students in grades 7-12 are eligible to attend college for high school and/or college credit even though they are still in high school. Please see the guidance office if interested.

INSURANCE

SCHOOL INSURANCE

The school provides the opportunity to purchase insurance at a reasonable price. Optional coverage would cover all sports except football. Varsity football players may obtain additional coverage through the coach or Athletic Director. The participation of the child in the insurance program is left entirely to the discretion of the parents.

SCHOOL DANCES

ATTENDANCE

Only Lowellville students and their guests may attend school functions. Guests must be registered in advance in the office for all dances. After game dances are designated for Lowellville students only. All who attend are subject to Lowellville High School rules and regulations as set forth herein.

Students are not permitted to leave the building during a dance without the consent of the teacher chaperone. A student who leaves the building will not be permitted to return, even if he or she offers to pay to re-enter.

If a student is told to leave the activity for misbehavior, his/her parents will be notified and a conference scheduled.

Students with excessive or unexcused absences may be ineligible to attend school dances.

PROM

Prom is for Juniors and Seniors and their guests. The guest may be a recent graduate, or a Freshman, Sophomore, Junior or Senior. Outside guests must not exceed the age of 20.

HOMECOMING

Homecoming/Special Dances are for students in grades 9-12.

SCHOOL PROPERTY

LOCKERS/TEXTBOOKS

The lockers are provided for students for their convenience in storing personal articles. It is the student's responsibility to keep the inside and outside of the lockers neat and clean.

Students must keep their locker doors closed and secured. Items should not be spilling out, and nothing should be placed in the lock to avoid using the combination, as this will be considered destruction of school property.

The lockers supplied by the Board and used by the pupils are the property of the Board of Education. Therefore, the lockers and the contents of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. Students are not to tamper with lock mechanisms at any time.

The Board directs that a notice be posted in a conspicuous place in each school building that has lockers, to read as follow:
"The lockers supplied by the Board of Education and used by the pupils are the property of the Board of Education. Therefore, the pupil lockers and the contents of all the pupil lockers are subject to random search at

any time without regard to whether there is a reasonable suspicion that any locker or its contents are evidence of a violation of a criminal statute or a school rule. Students are not to tamper with the lock mechanism."

Students are to store purses, any book bags or backpacks in their lockers during the school day. No open or unsealed containers are permitted in lockers.

Maintenance and care of textbooks and chromebooks are the individual responsibility of the student to whom they are assigned. If books or chromebooks are lost or damaged, the student shall be required to pay the replacement cost of the book or chromebook.

MAHONING COUNTY CAREER AND TECHNICAL CENTER

The M.C.C.T.C. is located in Canfield, Ohio. It offers vocational skills in thirty-four (34) different vocations to Lowellville Juniors and Seniors. Vocational students are eligible for all Lowellville's extra-curricular activities. They graduate from Lowellville High School and also receive a vocational certificate from the M.C.C.T.C. Application procedures and questions should be referred to the guidance counselor.

Any disciplinary action taken on a student by the M.C.C.T.C. is reciprocal with the home school. Any disciplinary action, including suspension and/or expulsion taken by the Lowellville High School, is reciprocal with the M.C.C.T.C.

CODE OF CONDUCT

PURPOSE OF CODE OF CONDUCT

So the student body has a frame of reference upon which reasonable conduct can be based, certain rules are considered necessary. Occasionally a small minority may react adversely to the question of rules in a free society, but it is commonly accepted by the overwhelming majority that regulations are in fact established to promote the general welfare of the people. Most students comport themselves admirably and in a manner creditable to the family. Unfortunately, the Board is aware that a student's behavior is not always a credit to the family and to the schools, nor to other students, and it is in this interest of promoting the safety, health and general well-being of the student body that the Board adopts this Code of Conduct. This code is merely a guide. The principal and/or assistant principal has final say in all discipline procedures.

STUDENT CONDUCT

This code of conduct shall be applicable to all students in any program or activity conducted by the Lowellville Local Schools. The types of misconduct also include misconduct by a student that occurs off of property owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District and misconduct by a student that, regardless of where it occurs is directed at a district official or employee, or the property of such official or employee.

Any student who willfully violates or fails to follow this code of conduct, or performs any act which materially interferes with or is detrimental to the orderly operations of a classroom or school, a school sponsored activity, or any other aspect of the educational process in the Lowellville Local Schools, shall be subject to discipline, suspension (in-school or out-of-school), expulsion or removal.

Students who are sixteen (16) years of age or older may be permanently excluded from school if the proposed suspension or expulsion is based on a violation listed in Division (A) of Section 3313.662 of the Ohio Revised Code, and if the Superintendent of Public Instruction has issued an adjudication order that permanently excludes the student from attending any public school in the State of Ohio.

DENIAL OF ENROLLMENT OF EXPELLED STUDENT
Students who have been expelled from school in another district may be denied entry - after an opportunity for a hearing - until the expiration of the original expulsion.

POSITIVE BEHAVIOR INTERVENTIONS and SUPPORTS (PBIS)

Rockets R.I.S.E.

R - Respect
I - Inclusive
S - Safe
E - Engaged

Lowellville is dedicated to creating a supportive environment for effective teaching and meaningful learning. Our use of the Positive Behavior Interventions and Supports (PBIS) framework ensures consistent support and interventions, setting clear expectations for a safe and engaging learning environment for everyone.

At the heart of PBIS are well-defined expectations that help students understand what is expected of them, promoting appropriate behavior. Principals, teachers, and staff collaborate to establish grade-appropriate behavioral expectations and corresponding rewards. These expectations are reinforced and acknowledged in various settings, including homerooms, classrooms, and school-wide events.

We believe that every student, even those who struggle with behavior, can achieve success and develop crucial social and emotional skills for school and life. Our expectations focus on important objectives like respect, engagement, and safety, and are suitable for each age group. Consistency is key, as we have carefully chosen positively stated expectations that are consistently followed by all adults and students across different school environments.

Additionally, we have a system in place to reward positive behavior. When students are caught displaying good behavior, they receive tickets that reinforce the likelihood of repeating such positive behavior. Opportunities to reinforce student behavior exist at the school, classroom, and individual levels. Both the elementary and high school have their own recognition system, offering meaningful items and experiences. With time, negative

behaviors naturally diminish as preferred positive behaviors become the norm, fostering a positive and supportive learning community.

A chart of school-wide norms used to help students understand each target behavior can be found on the school website and displayed across our building in hallways, restrooms, the cafeteria, school buses, and classrooms.

	R Respectful	I Inclusive	S Safe	E Engaged
Classroom	Respect school property. Use kind, appropriate, and positive language. Maintain an appropriate volume level.	Be open to others' ideas. Make an effort to include others in your group.	Keep your materials inside or under your desk. Keep your hands, feet, and objects to yourself. Alert an adult of unsafe or dangerous situations.	Be prepared. Be on time. Be on task. Be an active listener. Use technology only for instructional purposes.
Technology	Use kind, appropriate, and positive language. Take care of school-issued technology. Do your own work.	Assist classmates when appropriate. Participate in positive, appropriate, and respectful online interactions.	Keep login and passwords private. Respect others' privacy. Alert an adult of unsafe or dangerous situations.	Bring devices to school fully charged every day. Stay on-task when using devices. Use technology only for instructional purposes. Check your school email and Google Classrooms regularly.

				Be an active listener.
Events	Use kind, appropriate, and positive language. Be respectful to all participants, visitors, spectators, and school property. Maintain an appropriate volume level.	Include all participants. Be a team player. Encourage others.	Leave your area clean. Keep your hands, feet, and objects to yourself. Alert an adult of unsafe or dangerous situations.	Be prepared. Stay on-task. Use technology at appropriate times. Be on time to events. Be an active listener.
Bus	Use kind, appropriate, and positive language. Allow for personal space. Maintain an appropriate volume level.	Greet the driver and classmates when entering and exiting the bus. Make an effort to include others.	Keep your hands, feet, and objects to yourself. Keep the bus clean. Walk at all times. Alert an adult of unsafe or dangerous situations. Remain seated.	Follow driver instructions. Be at your bus stop on time. Be an active listener.
Playground	Return all equipment. Use kind, appropriate, and positive language.	Make an effort to include others. Share the equipment. Be a good sport.	Use equipment properly. Keep your hands, feet, and objects to yourself. Be aware of surroundings. Alert an adult of	Follow teacher instructions. Be an active listener.

			unsafe or dangerous situations.	
Cafeteria	Use good manners. Wait your turn to get food in line. Follow directions from the staff. Maintain an appropriate volume level.	Help others when needed and appropriate. Make an effort to include others at your table.	Keep your seat and area clean. Walk at all times. Keep your hands, feet, and objects to yourself. Alert an adult of unsafe or dangerous situations.	Sit at your table when eating. Only leave the table when permitted. Be an active listener.
Hallway	Use kind, appropriate and positive language. Maintain an appropriate volume level. Keep hallways clean and clear.	Greet staff and classmates in a positive way. Hold the door for others.	Keep your hands, feet, and objects to yourself. Walk at all times. Keep your backpack in your locker. Alert an adult of unsafe or dangerous situations.	Clear hallways as soon as possible. Encourage others to follow directions.
Bathroom	Use kind, appropriate, and positive language. Wash your hands. Maintain an appropriate volume level.	Be mindful of others' privacy.	Walk at all times. Keep it clean. Keep your hands, feet, and objects to yourself. Alert an adult of unsafe or dangerous situations.	Follow appropriate bathroom procedures. Go, Flush, Wash, Dry, Leave. Be an active listener.

DISCIPLINARY PROCEDURES

The Lowellville Local School Board of Education recognizes the right of each student to an education. Inherent in this right is the responsibility of each student to act in such a way as not to interfere with the rights of others to the same opportunity.

School personnel, parents, and students have the responsibility to develop and maintain an orderly and safe school environment. Our primary goal is to provide a positive experience to influence positive student behavior.

When certain behaviors are recognized as inappropriate and unacceptable the Code of Student Conduct will be followed to outline the consequences of the negative behavior. **This code is merely a guide. The principal and or assistant principal have the final say in all discipline procedures.**

Appropriate and reasonable disciplinary action will be taken for offenses not specified in this Code of Conduct because it is impossible to itemize all acts of student misconduct. The main areas of conduct which will lead to disciplinary action are listed below. Behavior which can be considered improper for an atmosphere conducive to learning shall be divided into two categories: minor infractions and major infractions.

MINOR INFRACTIONS

1. Tardiness (unless habitual)
2. Verbal abuse (name calling)
3. Dress code or uniform violation
4. Skipping class
5. Eating food or drinking beverages in the school outside the cafeteria without teacher or administrator approval.
6. Using electronic devices or cameras in school without teacher or administrator approval.
7. Failing to follow proper procedures in the cafeteria. See PBIS Matrix.
8. Failing to follow class rules and regulations.
9. Failing to follow the bus conduct rules as specified in this handbook and the PBIS Matrix.
10. Interfering with the rights of other students and/or teachers.
11. Disrespectful treatment of a staff member or another student.
12. Failure to obey the rules in the student handbook
13. Academic Dishonesty or cheating (automatic failure of the assignment).
14. Public displays of affection

<u>Minor Infractions may be corrected as follows:</u>

1. Teacher/Student conference
2. Teacher contacts the parent(s)
3. Denial of privileges
4. Detention (may be issued at anytime)

*Excessive detentions and/or failure to serve will result in Saturday detention, in-school intervention and/or suspension.

MAJOR INFRACTIONS

1. Repeated violation of any minor infraction
2. Disruption of the normal school process. A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or through any other conduct, cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school.
3. Damage, destruction or theft of school or private property. A student (or other persons) shall not cause or attempt to cause damage to private or school property. Students and their parents or guardians will be held responsible for any vandalism, damage, or destruction that the student commits on school property. Remuneration for the complete restoration of the damage will be required.
4. Assault, fighting, threatening, harassing, intimidating, causing or attempting to cause physical injury to any person, inciting panic.
5. Chemical/Alcohol abuse. The Board of Education acknowledges that student use or possession of alcohol/drugs may result in the illness termed chemical dependency. The Board desires to aid in preventing the development of such dependency and avoid the accompanying disruption of a student's education program. Thus, to promote an alcohol and drug free school, the Board supports the adoption and enforcement of regulations which prohibit student contact with alcoholic beverages, intoxicants and drugs of abuse during the times the student is subject to the authority of school officials. Use of any substance in such a manner as to cause intoxication is prohibited.
    - Selling of drugs on or near school property will result in expulsion. (Lowellville Schools fall under the Drug Free/Gun Free School zones, therefore, federal law will enter into any convictions).
    - Possessing, using, selling, transmitting, concealing or consuming any alcoholic beverage, intoxicant, pills of any kind, counterfeit controlled substance or look alike or any of the drugs of abuse is prohibited. Students shall not consume any alcoholic beverages, intoxicants or drugs of abuse at any time before a student's arrival at school or at a school sponsored or related event or activity.
    - Possessing, using, transmitting, selling or concealing any drug abuse instrument or paraphernalia is prohibited (examples such as: hypodermic needle, syringe, water pipe, roach clip).
    - A student shall not be "under the influence" of an illegal/harmful drug, alcoholic beverage, mood altering chemical, or substance represented as a mood altering substance. "Under the influence" is defined as manifesting before a school official signs of chemical misuse such as, but not limited to, staggering, reddened eyes, odor of chemicals, nervousness, restlessness, memory loss, abusive language, falling asleep in class, or any other behavior not normal for a particular student such that school officials are led to uncover further evidence of the chemical misuse.
    - Examples of drug abuse include, but are not limited to, narcotic drugs, hallucinogenic drugs, generic drugs, amphetamines, steroids, barbiturates, marijuana, glue, cocaine, counterfeit controlled substance or look-alikes, synthetic or other substances that could modify behavior. (Use of drugs in accordance with a medical prescription from a licensed physician shall not be considered to be in violation of this rule).
    - The police will be involved with each occurrence of suspected substance use and/or possession and all confiscated materials will be turned over to them for their professional analysis. In addition charges will be filed through the proper court system.
    - A student that is in violation of the drug/alcohol policy will be suspended for ten (10) days out-of-school. Within five (5) days after suspension a recommendation for expulsion will be

made by the Principal. (Suspension may be reduced provided the student enters an approved counseling program administrator's discretion)

6. Possession of Dangerous Weapons*

Students are prohibited from bringing a firearm to a school operated by the Board of Education or onto any other property owned or controlled by the Board. If a student violates this policy, the Superintendent shall expel the student from school for a period of one calendar year. The Superintendent may expel a student from school for a period of 180 school days with a possible extension of 90 school days for bringing a firearm to an interscholastic competition, an extracurricular event, or any other school program or activity that is not located in a school or on property owned or controlled by the District. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce the one year expulsion on a case-by-case basis under the following circumstances:

- The reduction is required by State or federal laws governing special education students.
- The age of the student and its relevance to the punishment.
- The prior disciplinary history of the student and the student's intent.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. sections 921-924), which includes but is not limited to any explosive incendiary, or poisonous gas: bomb, grenade, or rocket having propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are also prohibited from bringing a knife to a school operated by the Board, onto any other school property owned or controlled by the Board or to an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School District or in which the District is a participant. A knife is defined as a cutting instrument having a sharp blade that is capable of causing serious bodily injury.

If a student violates this policy, the Superintendent shall expel the student from school for a period of 180 school days with a possible extension of 90 school days. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred.

The expulsion may also be for a duration of 180 school days with a possible extension of 90 school days for possessing a firearm or knife at a school or on any other property owned or controlled by the Board or at an interscholastic competition, an extracurricular event, or any other school program or activity which firearm or knife was originally brought onto school property by another person.
The Superintendent may reduce the one year expulsion on a case-by-case basis under the following circumstances:

- The reduction is required by State or federal laws governing special education students.
- The age of the student and its relevance to the punishment.
- The prior disciplinary history of the student and the student's intent.

7. Criminal Offenses: The Superintendent may expel a student from school for a period of 180 school days with a possible extension of 90 school daysfor committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons as defined in O.R.C.§ 2901.01(A)(5) or serious physical harm to property as defined in O.R.C. §2901.01(A)(6) while the student is at school, on any property owned or controlled by the Board, or at an interscholastic competition, an extracurricular event, or any other school program or activity. The expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.
8. Bomb Threats: The Superintendent may expel a student from school for a period of 180 school days with a possible extension of 90 school days for making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat. Any expulsion may extend as necessary into the school year following the school year in which the incident giving rise to the expulsion takes place.
9. Possessing, co-possessing, or using tobacco in any form, including look a likes, vapes, etc. - smokeless and non-smokeless – lighted or unlighted.
    - A student who uses, possesses, or co-possesses tobacco in any form in school buildings or on school grounds will receive a three (3) day suspension on the first offense. (Suspension may be lifted provided an approved smoking cessation program is entered into by the student).
    - A student who uses, possesses or co-possesses tobacco in any form in school buildings or on school grounds will receive a ten day suspension for all subsequent offenses.Within five (5) days after suspension a recommendation for expulsion will be made by the Principal.
    - A student found in violation of the tobacco policy will have his/her name referred to the police in accordance with S.B. 218 Youth Possession.
10. Leaving the school building or grounds without permission from authorized school personnel or being in an unauthorized area.
11. Forging, using, altering or stealing of school related documents.
12. Insubordination - Disregard of reasonable directions or instructions from teachers and other authorized school personnel. Disrespect toward school personnel.
13. Gambling. Gambling is prohibited.
14. Unauthorized publications and/or distribution of materials.
15. Harassment, vandalism, physical or other disruptive behavior toward school personnel during non-school time may subject a student to school discipline.
16. Wrongful discharge of an alarm system.
17. Unauthorized use of fire and/or explosives, including possession of lighters or matches.
18. Obscenity or profanity - verbal, gestural, written or pictorial.
19. Extortion.
20. Hazing-any act or participation in an act that injures, degrades, disgraces or tends to injure, degrade or disgrace any student.
21. Sexual harassment-sexual attention that is unwanted or unwelcome and that includes, but is not limited to the following: unwanted touching, pinching, petting, verbal comments of a sexual nature, sexual name calling, subtle pressure for sexual activity, repeated propositions for dates and unwanted body contact.
22. Merchandising. Students shall not offer any item for sale without prior approval from the Principal.

23. Computer sabotage-Any intentional act that hinders the normal operation of a computer.
24. Violation of computer acceptable use policy.
25. Any conduct on district buses which applies to major infractions.
26. Driving in an unsafe manner.
27. Theft.
28. Violation of Federal or State Statutes.
29. Aiding and assisting another student in violation of major infraction.
30. Unauthorized use/misuse of school equipment.

Major Infractions may be corrected as follows:

1. Administrator/ Student conference
2. Administrator contacts the parent(s)
3. Denial of privileges
4. Detention
5. In-school Intervention
6. Suspension out of school
7. Expulsion
8. Referral to juvenile authorities

Except as otherwise set forth in Policy, the building administration has the authority to determine the seriousness of an infraction and may administer suspensions that he/she feels appropriate.

**Students who receive an out-of-school suspension will be permitted to make up their work and receive full credit. It is the student's responsibility to return their assignments.

When a student commits a major infraction, the administration may recommend expulsion. In addition, the administration may recommend appropriate intervention by other authorities.

In extreme cases the administration may recommend maximum suspension even if the infraction is the first of the student.

If it is determined that the student's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process, the administration may impose emergency removal from school, then suspend the student or recommend expulsion.

PROCEDURES FOR SUSPENSION

The administration shall be empowered to suspend a student (in-school or out-of-school) for up to ten (10) school days.

Prior to suspension the administration shall give the student an "Intent to Suspend" letter which gives notice of the alleged infraction. Immediately thereafter an informal hearing will be held. The nature of the evidence will be presented against the student and the student will have the opportunity to explain his/her actions. At the close of this informal hearing the administration will determine whether the student is to be suspended or the charges dropped.

If the student is suspended, the administration shall make an effort to contact the parent/guardian by telephone to inform him/her of the suspension. Within twenty four (24) hours an official notice of the suspension shall be mailed to the parent/guardian.

The notice to the parent/guardian shall include the following: reason(s) for the suspension, the length of suspension, the right of the student and/or parent/guardian to appeal the suspension to the Board of Education Designee (Superintendent), the number of days that student/parent/guardian has to appeal the decision of the administration to the Board of Education Designee (Superintendent), the right of representation in all appeal proceedings. If the student is sixteen (16) years of age or older and the suspension was based on a violation listed in Division (A) of Section 3313.662 of the Ohio Revised Code the notice shall include: (1) a statement that the suspension may be subject to an extension by Juvenile Court Order under Division (F) (1), (2) of Section 3313.66 of the Ohio Revised Code; and (2) a statement that the Superintendent may seek the student's permanent expulsion from school if the student is convicted of or adjudicated a delinquent child for a violation listed in Division (A) of Section 3313.662 of the Ohio Revised Code.

During periods of in-school or out-of-school suspension the student will be suspended from all extra-curricular and athletic activities.

STUDENT EXPULSION AND EXTENDED EXPULSION PROCEDURE

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student code of conduct. A student cannot be expelled from school solely because of unexcused absences. When an employee has actual knowledge that the behavior is sexual harassment, the Title IX Coordinator must be contacted. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 school days, but not more than one year, unless otherwise permitted by law. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

The Superintendent may require a student to perform community service in conjunction with or in place of an expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to expelling a student in grades pre-K through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.

Expulsions for students in grades pre-K through three may only be issued for serious offenses in accordance with State law.

The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative have the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three days nor more than five days after the notice is given.

Within one school day of the expulsion, the Superintendent shall notify the parent(s) of the student and the Treasurer.

The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session, and the notification that the expulsion may be subject to 3313.66(F) if the student is 16 or older.

The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

Permanent Exclusion
If the offense is one for which the District may seek permanent exclusion, the notice shall contain that information.

Appeal to the Board
A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. The expulsion appeal must be within 14 calendar days after the notice of intent to expel was provided to the student, parent, guardian or custodian. The appeal request shall be in writing to the Treasurer and at the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. The student may be represented in all such appeal proceedings and is granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

Appeal to the Court
Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

Any student who is expelled from school for more than 20 days or into the following semester or school year is referred to an agency that works towards improving the student's attitudes and behavior. The Superintendent provides the student and his/her parent(s) with the names, addresses and telephone numbers of the public and private agencies providing such services.

Expulsions for Imminent and Severe Endangerment

The Board authorizes the Superintendent to expel a student for an initial period of up to 180 school days for actions that the Superintendent determines pose imminent and severe endangerment to the health and safety of other students or school employees, even though the student's actions may not qualify for permanent exclusion. When issuing expulsions under these provisions, the Superintendent complies with all other applicable requirements of this expulsion policy and State law including, but not limited to, notices and hearings.

"Imminent and severe endangerment" means any of the following actions taken by a student:

1. bringing a firearm to a school operated by the Board or any other property owned or controlled by the Board;
2. bringing a firearm to an interscholastic competition, extracurricular event, or any other program or activity sponsored by the District or in which the District is a participant;
3. bringing a knife capable of causing serious bodily injury to a school operated by the Board, any other property owned or controlled by the Board, or to an interscholastic competition, extracurricular event, or any other program or activity sponsored by the District or in which the District is a participant;
4. committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or property while the student is at a school operated by the Board, any other property owned or controlled by the Board, or an interscholastic competition, extracurricular event, or any other program or activity sponsored by the school District or in which the District is a participant;
5. making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat or
6. making an articulated or verbalized threat, including a hit list, threatening manifesto, or social media post, that would lead a reasonable person to conclude that the pupil poses a serious threat.

The Superintendent develops conditions for the expelled student to satisfy prior to the student’s reinstatement and provides a written copy of these conditions to the Board, the student and the student’s parent, guardian or custodian at the beginning of the expulsion period. The conditions must include an assessment to determine whether the student poses a danger to the student's self or to other students or school employees. The assessment must be completed by a psychiatrist, licensed psychologist, or licensed school psychologist employed or contracted by the District and agreed upon by the student’s parent and the Superintendent. Any applicable costs for the assessment are managed in accordance with law. The assessment must include a determination from the psychiatrist, psychologist, or school psychologist as to whether the student poses a danger to the student's self or to other students or school employees and may include recommendations for contingent conditions on the student's reinstatement. The conditions for reinstatement should be established in a manner so that satisfying the conditions demonstrates behavioral improvement compared to this initial assessment.

At the end of the expulsion period, the Superintendent assesses the student to determine whether the student has shown sufficient rehabilitation to be reinstated, meaning that the student has met all conditions for reinstatement set by the Superintendent and no longer pose a danger to the student's self or to other students or school employees. In making this determination, the Superintendent considers the required assessment made by the psychiatrist, psychologist, or school psychologist and whether the student has met the conditions developed by the Superintendent at the beginning of the expulsion period. For an expulsion period of 180 school days or an extended expulsion period of 90 school days, the Superintendent makes this determination in consultation with a multidisciplinary team selected by the Superintendent.

If the Superintendent determines the student has shown sufficient rehabilitation, the Superintendent may reinstate the student.

If the Superintendent determines the student has not shown sufficient rehabilitation, the Superintendent may extend the expulsion of an additional period of up to 90 school days. If the Superintendent extends the expulsion, they must develop conditions for the student to satisfy prior to their reinstatement that may be the same as those developed for the original expulsion period. A written copy of these conditions is provided to the Board, the student and the student's parent, guardian or custodian at the beginning of the extended expulsion period. At the end of the extended expulsion period, the Superintendent reassesses the student in the same manner as was conducted at the end of the original expulsion period and may reinstate the student or extend the expulsion for an additional period of up to 90 school days. There is no limit on the number of times an expulsion can be extended in accordance with these procedures.

Reduction of Expulsion
Prior to the end of the original expulsion or of an extended expulsion, the Superintendent may reduce the expulsion on a case-by-case basis if they determine the student has met all the conditions developed by the Superintendent at the beginning of the expulsion period, in compliance with District policy regarding the reduction of an expulsion period. Matters which might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

Early Assessment
Prior to the end of the original expulsion or of an extended expulsion, the student or student's parent, guardian or custodian may request the Superintendent complete an early assessment of the student. If requested, the Superintendent must assess the student in the manner that would otherwise be conducted at the end of the expulsion period to determine whether the student has shown sufficient rehabilitation. A request for early assessment can be made once during the original expulsion period and once during every extended period.

Contingent Reinstatement
The Superintendent may develop contingent conditions for a student's reinstatement in the following circumstances:

1. when the assessment is made at the end of the original expulsion period and the Superintendent determines the student has shown sufficient rehabilitation to be reinstated;
2. when the Superintendent has determined during the expulsion period to reduce the expulsion or
3. when the parent has requested an early assessment and the Superintendent has determined that the student has shown sufficient rehabilitation to be reinstated.

The conditions may include the conditions developed for the original expulsion period and recommendations made by the psychiatrist, psychologist or school psychologist in their required assessment. The Superintendent establishes a duration under which the student must meet the contingent conditions that may extend to the student's graduation date. A written copy of these conditions is provided to the Board, the student and the student's parent, guardian or custodian when the Superintendent makes the reinstatement decision. The conditions for reinstatement should be established in a manner so that satisfying the conditions demonstrates behavioral improvement compared to this initial assessment. If a student fails to meet the contingent conditions, the Superintendent may revoke the student's reinstatement and establish an extended expulsion period in the same manner as an extended expulsion would otherwise be issued.

Continued Educational Plan

The Superintendent develops a list of alternative educational options for students expelled under these provisions.

A plan for the continued education of a student expelled under these provisions who does not have an Individualized Education Plan (IEP) is developed within 15 school days after the beginning of the original expulsion or of any extended expulsion and within 10 school days of the original expulsion or of any extended expulsion for a student with an IEP. The plan is developed by the Superintendent in consultation with the student and their parent, guardian or custodian and also includes the student's IEP team for a student with an IEP. The plan may include: education by the District in an alternative setting such as that which may be provided to a student who is otherwise expelled, including instruction at home; enrollment in another district or other type of public or nonpublic school; or any other form of instruction that complies with RC 3321.

Appeal

The student or the student's parent, guardian or custodian may appeal any expulsion determination made by the Superintendent under these provisions in the same manner as other expulsions are appealed as outlined in this policy.

Reporting

The Board directs the Superintendent to provide the Ohio Department of Education and Workforce with records of each expulsion made under these provisions and any changes to the student's expulsion status. The records must not include a student's name and must include the following:

1. the name of the student's school;
2. the reason for the student's expulsion;
3. the duration of the expulsion and any extension of the expulsion;
4. the total number of students expelled by the District in the school year as of the date of the report and

5. the student's age, gender, race and other demographic information.

PROCEDURES FOR EMERGENCY REMOVAL

Emergency Removal by a Teacher

1. If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, a teacher may remove a student under his/her supervision from curricular activities, but not from the premises.
2. During school hours the student must be sent to the office.
3. If a teacher makes an emergency removal, the reason(s) for the removal must be submitted in writing to the Principal, as soon as practicable after the removal.
4. If it is intended that the pupil be removed for more than one (1) school day, a hearing must be held within three (3) school days from the time the initial removal is ordered.
5. Written notice of the hearing and of the reason(s) for the removal shall be given to the student, his/her parents, guardian, or custodian, as soon as practicable prior to the hearing.
6. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.
7. The hearing shall be held in accordance with the suspension procedures in this Policy unless it is probable that the student may be subject to expulsion, in which case a hearing in accordance with the expulsion procedures shall be held. Whether a suspension or expulsion hearing is held, said hearing shall be held within three (3) school days of the initial removal.
8. If the Superintendent or Principal reinstates a student in a curricular activity under the teacher's supervision prior to the hearing, the teacher, upon request, shall be given in writing the reason(s) for such reinstatement. The teacher cannot refuse to reinstate a student even though reasons are given.

Emergency Removal by an Administrator

1. If a student's presence poses a continuing danger to persons to property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the Superintendent, Principal or Assistant Principal may remove a student from curricular activities or from the school premises.
2. If it is intended that the student be removed for more than one (1) school day, a hearing must be held within three (3) school days from the time the initial removal is ordered.
3. Written notice of the hearing and of the reason(s) for the removal shall be given to the student, his/her parents, guardian, or custodian, as soon as practicable prior to the hearing.
4. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.
5. The hearing shall be held in accordance with the Board's suspension procedures unless it is probable that the student may be subject to expulsion, in which case a hearing in accordance with the expulsion procedures shall be held. Whether a suspension or expulsion hearing is held, said hearing shall be held within three (3) school days of the initial removal.
6. If the Superintendent or Principal reinstates a student in a curricular activity under the teacher's supervision prior to the hearing, the teacher, upon request, shall be given in writing the reasons for such reinstatement. The teacher cannot refuse to reinstate a student even though reasons are given.

ZERO TOLERANCE

No form of violent, disruptive or inappropriate behavior, nor excessive truancy will be tolerated. Drugs, look-alike drugs, weapons, look-alike weapons, alcohol, steroids, and tobacco in any form will not be tolerated. Strategies ranging from prevention to intervention shall be used to address student misbehavior.

HARASSMENT & BULLYING

Anti-Harassment, Anti-Intimidation or Anti-Bullying
As per R.C. 3313.667 and R.C. 3313.666, the Ohio State Board of Education Anti-harassment, Anti-intimidation or Anti-bullying Model Policy, and this School District's Board of Education Policy:

- Harassment, intimidation, or bullying behavior by any student/school personnel in this school district is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.
- Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process. (Board Policy JFCF)

Sexual Harassment Grievance Process
The Board requires the following grievance process to be followed for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited as sexual harassment by Title IX. The Board directs the process to be published in accordance with all statutory and regulatory requirements.

Definitions
The following definitions apply for Title IX policies and procedures:

"Actual knowledge:" notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or any official of the District who has authority to institute corrective measures on behalf of the District, or to any employee of an elementary or secondary school.

"Education program or activity:" includes locations, events or circumstances over which the District exercised substantial control over both the individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment, and the context in which the sexual harassment occurs.

"Complainant:" an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Respondent:” an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Formal complaint:” a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation of sexual harassment.

“Supportive measures:” non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available and without fee or charge to the Complainant or Respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

District Requirements

When the District has actual knowledge of sexual harassment in an education program or activity of the District, the District will respond promptly in a manner that is not deliberately indifferent. When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator will direct the individual to the applicable sex discrimination process for investigation.

The District treats individuals who are alleged to be the victim (Complainant) and perpetrator (Respondent) of conduct that could constitute sexual harassment equitably by offering supportive measures. Supportive measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment. Supportive measures are offered on a temporary basis and may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, leaves of absence, increased security and monitoring of certain areas of the District’s property, campus escort services, changes in work locations and other similar measures. The District has discretion and flexibility to determine which supportive measures are appropriate.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Upon the receipt of a complaint, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant’s wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. If the District does not provide the Complainant with supportive measures, then the District must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The Title IX Coordinator will respect the Complainant's wishes with respect to whether to file a formal complaint unless the Title IX Coordinator determines it is necessary to pursue the complaint in light of a health or safety concern for the District.

Timelines

The District has established reasonably prompt time frames for the conclusion of the grievance process, including time frames for filing and resolving appeals and informal resolution processes. The grievance process may be temporarily delayed or extended for good cause. Good cause may include considerations such as the

absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. In the event the grievance process is temporarily delayed for good cause, the District will provide written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action.

Response to a Formal Complaint

At the time of filing a formal complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the District with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, by electronic mail, or other means designated by the District.

The District must follow the formal complaint process before the imposition of any disciplinary sanctions or other actions that are not supportive measures. However, nothing in this policy precludes the District from removing a Respondent from the District's education program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal. Nor does it preclude the District from placing a non-student employee Respondent on administrative leave during the pendency of the grievance process. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Upon receipt of a formal complaint, the District must provide written notice to the known parties including: Notice of the allegations of sexual harassment, including information about the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, the date and location of the alleged incident, and any sufficient details known at the time. Such notice must be provided with sufficient time to prepare a response before any initial interview;

An explanation of the District's investigation procedures, including any informal resolution process;

A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;

Notice to the parties that they may have an advisor of their choice who may be, but is not required to be, an attorney, and may inspect and review any evidence and

Notice to the parties of any provision in the District's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the District decides to investigate allegations about the Complainant or Respondent that are not included in the notice initially provided, notice of the additional allegations must be provided to known parties.

The District may consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Investigation of a Formal Complaint

When investigating a formal complaint and throughout the grievance process, the District must:

Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not the parties;

Provide an equal opportunity for the parties to present witnesses and evidence;

Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;

Allow the parties to be accompanied with an advisor of the party's choice who may be, but is not required to be, an attorney. The District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party is expected to participate, with sufficient time for the party to prepare to participate;

Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint and comply with the review periods outlined in this process;

Objectively evaluate all relevant evidence without relying on sex stereotypes;

Ensure that Title IX Coordinators, investigators, decision-makers and individuals who facilitate an informal resolution process do not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent;

Not make credibility determinations based on the individual's status as Complainant, Respondent or witness;

Not use questions or evidence that constitute or seek disclosure of privileged information unless waived.

Dismissal of Formal Complaints

If the conduct alleged in the formal complaint would not constitute sexual harassment even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the District must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under this policy.

The Title IX Coordinator also may dismiss the formal complaint or any allegations therein at any time during the investigation or hearing, if applicable, when any of the following apply:

a Complainant provides written notification to the Title IX Coordinator that the Complainant would like to withdraw the formal complaint or any allegations therein;
the Respondent is no longer enrolled or employed by the District or

specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal, the Title IX Coordinator promptly sends written notice of the dismissal and the reasons for dismissal simultaneously to both parties.

Evidence Review
The District provides both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. The evidence provided by the District must include evidence that is directly related to the allegations in the formal complaint, evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or other source. Prior to completion of the investigative report, the Title IX Coordinator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties have 10 calendar days to submit a written response to the Title IX Coordinator, which the investigator will consider prior to completion of the investigative report.

Investigative Report
The investigator must prepare an investigative report that fairly summarizes relevant evidence and send the report to the Title IX Coordinator. The Title IX Coordinator must send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response. The parties have 10 calendar days to submit a written response to the Title IX Coordinator.

Decision-Maker's Determination
The investigative report is submitted to the decision-maker. The decision-maker cannot be the same person(s) as the Title IX Coordinator or the investigator. The decision-maker cannot hold a hearing or make a determination regarding responsibility until 10 calendar days from the date the Complainant and Respondent receive the investigator's report.

Prior to reaching a determination regarding responsibility, the decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each

party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Questions must be submitted to the Title IX Coordinator within three calendar days from the date the Complainant and Respondent receive the investigator's report.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence standard. The decision-maker's written determination must:
Identify the allegations potentially constituting sexual harassment;

Describe the procedural steps taken, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;

Include the findings of fact supporting the determination;

Draw conclusions regarding the application of any District policies and/or code of conduct rules to the facts;

Address each allegation and a resolution of the complaint including a determination regarding responsibility, the rationale therefor, any recommended disciplinary sanction(s) imposed on the Respondent, and whether remedies designed to restore or preserve access to the educational program or activity will be provided by the District to the Complainant and

The procedures and permissible bases for the Complainant and/or Respondent to appeal the determination.

A copy of the written determination must be provided to both parties simultaneously, and generally will be provided within 60 calendar days from the District's receipt of a formal complaint.

The determination regarding responsibility becomes final either on the date that the District provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Where a determination of responsibility for sexual harassment has been made against the Respondent, the District will provide remedies to the Complainant that are designed to restore or preserve equal access to the District's education program or activity. Such remedies may include supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent. The Title IX Coordinator is responsible for effective implementation of any remedies. Following any determination of responsibility, the District may implement disciplinary sanctions in accordance with State or Federal law and or/the negotiated agreement. For students, the sanctions may include disciplinary action, up to and including

permanent exclusion. For employees, the sanctions may include any form of responsive discipline, up to and including termination.

Appeals
Either the Complainant or Respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the following bases:

Procedural irregularity that affected the outcome of the matter;

New evidence that was not reasonably available at the time that could affect the outcome and

The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent that affected the outcome.

The request to appeal must be made in writing to the Title IX Coordinator within seven calendar days after the date of the written determination. The appeal decision-maker must not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent and cannot be the Title IX Coordinator, the investigator, or the decision-maker from the original determination.

The appeal decision-maker must notify the other party in writing when an appeal is filed and give both parties a reasonable equal opportunity to submit a written statement in support of, or challenging, the outcome. After reviewing the evidence, the appeal decision-maker must issue a written decision describing the result of the appeal and the rationale for the result. The decision must be provided to both parties simultaneously, and generally will be provided within 10 calendar days from the date the appeal is filed.

Informal Resolution Process
Except when concerning allegations that an employee sexually harassed a student, at any time during the formal complaint process and prior to reaching a determination regarding responsibility, the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility, provided that the District:

Provides to the parties a written notice disclosing:

The allegations;

The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the Title IX formal complaint process with respect to the formal complaint and

Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Obtains the parties' voluntary, written consent to the informal resolution process.

The informal resolution process generally will be completed within 30 calendar days, unless the parties and the Title IX Coordinator mutually agree to temporarily delay or extend the process. The formal grievance process timelines are stayed during the parties' participation in the informal resolution process. If the parties do not reach resolution through the informal resolution process, the parties will resume the formal complaint grievance process, including timelines for resolution, at the point they left off.

Recordkeeping

The District must maintain for a period of seven years records of:
Each sexual harassment investigation, including any determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore or preserve equal access to the District's education program or activity;

Any appeal and the result therefrom;

Any informal resolution and the result therefrom and

All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District must make these training materials publicly available on its website.

The District must create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity.

BULLY/SAFETY TIP LINE

Lowellville School District utilizes **The Education Connection (TEC) Bully/Safety Tip Line**. The Tip Line is designed for use as a reporting and prevention tool. If students, parents or community members know of an unsafe situation in school that could threaten the safety of Lowellville students, they can pass on that information to school personnel through the Bully/Safety Tip Line.

Our Bully and Safety Tip Line is a completely **anonymous**, toll-free tip line that you can access any time you have information about bullying or a possible crisis. There is an option for the person making the report to share their contact information if they wish for direct communication from an administrator or to receive information back via the tipline.
When making your report, please include as much detailed information as possible because doing so will greatly assist administrators in investigating and addressing the concern(s).

Things to report to the tip line include (but are not limited to):

bullying incidents; withdrawn student behaviors; verbal or written threats observed toward students, faculty or schools; hazing; weapon/suspicious devices on or near school grounds;
gang related activities; unusual/suspicious behavior of students or staff; self-harm or suicidal sentiments; and any other school safety-related concerns.

24/7 Anonymous Bully/Safety Tip Line: 330-965-2848 or via website: lowellville.tipline.info.

DETENTION PROCEDURE
Detention may be assigned to a student by any teacher, principal, or assistant principal when the student has been found to have violated school rules. Elementary detentions will be held in an assigned room from 7:00 a.m. to 7:30 a.m. High School detentions will be held in an assigned room from 2:50 p.m. to 3:20 p.m.

For high school students, detention will be held on Monday, Wednesday, and Friday.
For elementary students, detention will be held on Tuesday and Thursday.

Failure to serve a detention will result in 2 detentions. Failure to serve both detentions will result in an in-school suspension.

IN SCHOOL INTERVENTION PROCEDURE
Only an administrator will assign a student to ISS. There will be no early release allowed to those assigned ISS. All students who have ISS will report to the Assistant Principal's office by 7:40 AM. A student who is tardy, absent or does not complete the daily work for any reason will be assigned additional time in ISS. **Students placed in the ISS room will be excluded from participation in all extra-curricular activities, including assemblies, sports practices/games or any other activity after school.** The student is expected to complete each day's assignments for every class according to directions given. The ISS supervisor will check that work is completed accurately and acceptably. No credit will be given for incomplete work. All regular school rules apply as set forth in the Discipline Guidelines outlined in the student handbook.

MEDICAL

MEDICAL SIGN OUT PROCEDURES
If a student must be excused early from school, a note from the parent stating the reason and the time to be picked up shall be presented to the homeroom teacher at the beginning of the day. **Children must be picked up in the office.** Students will not be called to the main office until the parent arrives to sign them out. Due to the interruption of the school day these requests should be for emergency only.

IMMUNIZATIONS NECESSARY FOR THE SAFETY OF THE COMMUNITY
A student shall be permitted to remain in school a maximum of fourteen (14) days from his/her initial entry unless he/she presents written evidence that he/she has been immunized. The following exceptions will apply:

1. A student who has had natural rubeola is not required to be immunized against rubeola.
2. A student who presents a written statement from his parent or legal guardian objecting to the immunization for good cause, including religious objection, is not required to be immunized subject to the administration authorizing such a "good cause" objection.

3. A student whose physician certifies in writing that such immunizations are medically contraindicated is not required to be immunized within fifteen (15) days of initial entry.

Ohio Department of Health

Ohio Immunization Summary for School Attendance

VACCINES	FALL 2023 Immunizations for School Attendance
DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	**K-12** Four or more doses of DTaP or DT, or any combination. If all four doses were given *before the fourth birthday*, a fifth dose is *required*. If the fourth dose was administered at least six months after the third dose, and on or after the fourth birthday, a fifth dose is not required.* **Grade 7-12** One dose of Tdap vaccine must be administered on or after the tenth birthday. **
POLIO	**K-12** Three or more doses of IPV. *The FINAL dose must be administered on or after the fourth birthday*, regardless of the number of previous doses.***
MMR Measles, Mumps, Rubella	**K-12** Two doses of MMR. The first dose must be administered on or after the first birthday. The second dose must be administered at least 28 days after the first dose.
HEP B Hepatitis B	**K-12** Three doses of hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least eight weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.
VARICELLA (Chickenpox)	**K-12** Two doses of varicella vaccine must be administered prior to entry. The first dose must be administered on or after the first birthday. The second dose should be administered at least three months after the first dose; however, if the second dose is administered at least 28 days after the first dose, it is considered valid.
MCV4 Meningococcal	**Grade 7** One dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered on or after the tenth birthday. **Grade 12** Two doses of MCV4. Second dose on or after age 16 years. If the first dose was given on or after the 16th birthday, only one dose is required. ****

SCHOOL NURSE

A nurse is employed by the Lowellville Schools. If a child becomes ill, every effort will be made to help the child. If the child's temperature is high, or the child is experiencing continuous discomfort or pain, the family will be notified. It is required that your child's emergency medical form be completed and kept on file with the office so that we may contact you quickly if necessary. If your child has a fever, and/or serious cough, vomiting, etc., do not send him/her to school and expose the other children and staff members. Students are not permitted to use their cell phones to call home if they are feeling sick. If a student feels unwell, they must see the school nurse for an assessment. If the nurse determines that the student needs to go home, the nurse will contact the student's parent or guardian to arrange for pick-up. A student may not return to school until at least 24 hours have passed since the last episode of vomiting or since the fever has resolved without the use of medication.

EYE AND HEARING TESTS

The Mahoning County Health Department tests the hearing of students in grades one and three each year, plus any referral from teachers of other grades. Also, the vision of all the students will be checked by our nurse. Parents may choose to opt their child out of these screening services at the beginning of each school year.

MEDICATION

We understand that, at times, it may be necessary for a student to take prescription medication during the school day. In accordance with state law and Board policy, below are the procedures for administering prescription drugs at school.

PROCEDURES

- Whenever possible, we encourage medication to be given at home rather than during school hours.
- Only school staff who are licensed health professionals or trained and Board-authorized personnel may administer prescription medication.
- A written request signed by the parent or guardian is required for any prescription medication to be administered at school.
- A written statement from the physician (or licensed prescriber) must also be provided and must include:
    - The student's name and address
    - The school and class the student attends
    - Name of the medication and dosage
    - Times and intervals for administration
    - Start and end dates for administration
    - Any severe side effects to watch for, and emergency contact information for the prescriber
    - Any special instructions, including storage and sterile handling if needed

*Medication forms are available for print on the school website or in the main office

Please note: If any of this information changes, a new physician's statement must be submitted.

In addition, students with certain medical conditions—including asthma, diabetes, food allergies, and seizure disorders—must have the appropriate Management or Emergency Action Plan on file with the school each year. Trained personnel will administer appropriate care and medication pursuant to the plan

MEDICATION REQUIREMENTS

- Medication must be delivered to school in its original container, as dispensed by the prescribing provider.
- All medication will be kept in a secure, locked location designated by the school, with refrigeration if needed.

END OF THE YEAR MEDICATION PICK UP POLICY

To ensure the proper handling of student medications, the following policy will be in effect at the end of each school year:

- **Medication Pick-Up Requirement:** All student medications must be picked up by a parent or guardian by the end of the school year. Any medication that is not picked up will be discarded appropriately.

- **Pick-Up Schedule:** The district will set specific times for medication pick-up, which will be communicated to parents and guardians in advance. It is important to adhere to these scheduled times to ensure the safe return of all medications.

EXCLUSION GUIDE FOR COMMUNICABLE DISEASE (Elem Language)

1. CHICKEN POX - Exclude 7 days from the appearance of blisters until all lesions are dry.
2. HEPATITIS - Doctor's written release required.
3. IMPETIGO - Exclude until 24 hours after antibiotic treatment begins.
4. MEASLES - Exclude at least 5 days from onset of rash.
5. MONONUCLEOSIS - Exclude if fever, systemically ill or physician's advice.
6. MUMPS - Exclude 9 days from onset or until swelling subsides.
7. PEDICULOSIS (Head Lice) - Exclude until initial shampoo is completed and all nits removed.
8. CONJUNCTIVITIS (Pink Eye) - Until discharge has ceased.
9. RINGWORM - Until under treatment.
10. STREP THROAT, SCARLET FEVER - Readmit 24 hours after antibiotic treatment begins.
11. SCABIES- Until treated.

TRANSPORTATION

BUS TRANSPORTATION

At the beginning of June, the window will open for parents to sign their children up for transportation for the upcoming school year. The form will be on the school website to complete. Once the window has closed, transportation postcards will be mailed once the routes and times have been determined. All bus routes will be combined K-12 students with assigned seating. Siblings are permitted to sit with each other upon request.

If a parent would like to sign up his/her child for transportation after the school year has started, a transportation request/change form must be completed for approval. A student enrolled through open enrollment will not be picked up at his/her residence. A designated stop at-Poland Township Fire Department will be used as the pick up and drop off location for open enrollment students.

Any email, parent note, or voicemail regarding a child going home with another student on the bus must be submitted to the administration and approved prior to 1:00 p.m.

BUS CONDUCT

The bus driver is responsible primarily for the safety of those students on the bus. Students who misbehave take the driver's attention away from where it should be-traffic and road conditions and the safe loading and unloading of students. Therefore, bus misbehavior cannot and will not be tolerated. Students are reminded that buses are "school property" and therefore, all other rules, regulations and disciplinary actions apply to misconduct in addition to specific penalties for bus misconduct as described in the following (reference O.A.C. 3301-83-08):

1. Students shall arrive at the bus stop 5 minutes before the bus is scheduled to arrive.

2. Students must wait in a location clear of traffic.
3. Behavior at the school bus stop must not threaten life, limb, or property of any individual.
4. Students must go directly to an available or assigned seat.
5. Students must remain seated, keeping aisles and exits clear.
6. Students must observe classroom conduct and obey the driver promptly and respectfully.
7. Students must not use profane language.
8. Students must refrain from eating and drinking on the bus except as required for medical reasons.
9. Students must not use tobacco (or look alike) on the bus.
10. Students must not have alcohol or drugs in their possession on the bus.
11. Students must not throw or pass objects on, from or into the bus.
12. Students must carry on the bus only objects that can be held in their laps.
13. Students must leave or board the bus at locations to which they have been assigned unless they have parental permission and administrative authorization to do otherwise.
14. Students must not put their head or arms out of the bus window.
15. Guidelines will be formulated for the use and storage of equipment and other means of assistance required for handicapped students.
16. Proper steps will be taken to collect, store and use medical information related to students known to have medical problems which may require driver attention.
17. Bus drivers reserve the right to assign seats.

After a driver has warned a student about unacceptable behavior, he/she will write a Bus Conduct Report that is turned in to the appropriate administration for Disciplinary Action.

1st Offense: Verbal Warning; Conference with Administrator; Phone Call to Parent
2nd Offense: Conference with Administrator; Phone Call to Parent; Disciplinary Action
3rd Offense: Conference with Administrator; Phone Call to Parent; 1 Day Bus Suspension

Any conduct reports after that will be progressive disciplinary/suspension from the bus.

DRIVING TO SCHOOL

Parking permits are required by all students who drive to school and park on school property. Parking permits will be issued through the Main Office. Students applying for and receiving parking permits fully understand the responsibility to follow these regulations listed below:

PARKING REGULATIONS

1. Driving to school and parking on school property is a privilege, not a right.
2. If your car is parked on school property without a tag, you will be warned the first time, a second offense may result in your car being towed.
3. Upon arrival at school, you may not return to your car until the school day ends, unless permission has been granted by the principal or assistant principal.
4. All automobiles must have a parking permit displayed on the rear-view mirror.
5. Parking is strictly limited to the student parking area; the faculty lot is for faculty and visitors only.
6. All students must be licensed and covered by insurance. The school is not responsible for any automobile or its contents.
7. No loitering or visiting in the parking lot.

8. No driving over 5 mph or any form of reckless driving.
9. Parking regulations will be strictly enforced. Suspension from school and/or driving privileges may occur when violations of these regulations occur.
10. All vehicles driven to school and parked on school property or parked within 1000 feet of school on adjacent streets are subject to searches.

Student drivers are not permitted to go to their cars during the school day without explicit permission from school administration. If a student driver needs to access their car for any reason, they must first obtain permission from an administrator. Unauthorized trips to the parking lot during school hours are strictly prohibited and may result in disciplinary action.

DRESS CODE

UNIFORMS
All K-12 STUDENTS

UNIFORM BOTTOMS

1. Solid navy, black or beige/tan
2. Shorts/skirts must be an appropriate length. All bottom apparel must fit appropriately.
3. None of the following will be permitted
    - spandex pants or shorts, jeans, denims, baggy slacks, sagging slacks, sweat pants, jogging suits, mini-skirts, tight-fitting shorts or hip huggers. Shorts/Pants that are frayed, even if they are manufactured in that manner are not permitted. Shorts/Pants that have strings (other than drawstring), ropes, bungees or chains are not permitted. No name brand tags may be larger than 1”X1”. Khaki green and khaki gray pants are not acceptable. Leather or leather-like material is not permitted. Transparent or tight fitting clothes are not permitted. Yoga pants and look-alikes are prohibited. Jean shorts are prohibited.

UNIFORM TOPS

1. All tops must be solid white, navy, black, gray, or beige/tan in color.
2. Blouses, turtleneck tops, and polo shirts with a collar are permitted.
3. Solid white, navy, gray or beige/tan sweaters or sweatshirts may be worn when a collared shirt is worn underneath or if they have a collar attached.
4. No hoods, V-neck style shirts or blouses or shirts with words, pictures, or emblems no larger than 1”X1” of any kind are permitted. A 1”X1” logo or the words Lowellville or Lowellville Rockets is permitted.
5. Cardigan sweaters and vests are permitted when worn along with a collared shirt.
6. Sweaters, sweatshirts, fleece tops must have a banded bottom.
7. Accessories should be of uniform color (Blue, Beige, White, Black).
8. None of the following are permitted
    - V-neck or low cut shirts or tops are not permitted even if they have a collar. Leather or leather-like material is not permitted. Transparent or tight-fitting clothes are not permitted.

*Lowellville spirit / team sports shirts are permitted if they are worn with uniform bottoms. Hooded sweatshirts or hoodies are not permitted.

*T-shirts worn under a uniform must be school colors with no patterns. No pink, turquoise, light blue, orange, etc.

FOOT APPAREL

1. Dress shoes, athletic shoes and sandals are permitted.
2. All foot apparel must be worn with socks.
3. All shoes or sandals must have a back or strap around the heel. If crocs are worn, they must have a strap and fit appropriately.
4. There is to be no trading/mixing shoes worn.

FACIAL HAIR - Facial hair must be neatly trimmed.

BOOKBAGS/BACKPACKS

Bags must fit inside lockers or classroom cubbies and may not have wheels.

CODE GUIDELINES/ DRESS UP OR DRESS DOWN DAYS

1. Choice of clothing should consider good taste, cleanliness and self-respect. No see-through or provocative clothing should be worn. Cut-off shorts and blouses with bare midriffs, tank tops, muscle shirts, headbands, and bandannas are not acceptable and are not permitted. Appropriate undergarments should always be worn. Ripped or torn clothes are not permitted. Pants are not to be worn backwards or inside out. The "baggy" - "saggy" look is not permitted. (The garment must be worn above the hips). Sweatpants are not permitted. Shirts must be worn as designed.
2. Hair (must be a natural color), make-up, jewelry, and shoes must be worn in such a manner as to promote student safety and provide an appropriate environment for learning. Shoes with laces must be tied for safety's sake. Students may not display any other form of body piercing other than ear at any time in Lowellville Schools.
3. Hats, blankets, sunglasses, gloves, coats, and outdoor jackets are not appropriate inside the building. Sport coats and suit coats, however, may be worn.
4. Spandex bicycle shorts, cut-off shorts, soccer shorts, tennis shorts, lingerie-style shorts and Umbro shorts are not appropriate and are not permitted.
5. Clothing with advertising or a display of an illegal or immoral nature is not permitted, including, but not limited to, alcohol or tobacco products or controlled substances. Shirts with suggestive, double meaning, and/or profane symbols or pictures are inappropriate and are not permitted.
6. For physical education courses, shorts, cut-offs, sweatpants, and sweat tops may be worn. Socks, T-shirts and pants of some kind, and proper footwear must be worn in gym classes.
7. The administration may waive parts of this section for picnics, athletic events, field trips, or for other good reasons. Students should follow these rules at all other school activities unless advised by the Principal.
8. Teachers are responsible for the initial enforcement of these guidelines. The administration will make individual decisions in interpreting the guidelines, using his or her own judgment.
9. Students who do not follow these guidelines may be sent home to change if necessary, and all time missed may be made up in detention.

10. Each year, if deemed necessary, the Principal shall appoint and chair a committee representing students, parents, and teachers. The committee shall meet at the call of the Principal to determine the appropriateness of new, different, or unusual styles of dress and/or grooming which are not addressed herein.

Please be advised that it is impossible to identify or predict all extremes of dress, i.e. type or length of shorts, length or appearance of hair, etc. The final decision on any questionable types of dress will be made by the Principal.

DRESS CODE CONSEQUENCES

Maintaining a proper dress code is essential to promote a respectful and focused learning environment. Students are expected to adhere to the dress code at all times during school hours and school-related activities. The following consequences will be enforced for dress code violations:

- First Infraction: Verbal warning by the teacher or staff member.
- Second Infraction: Assignment to one detention session.
- Third and Subsequent Infractions: Assignment to one detention session and a phone call to the parent/guardian to bring appropriate clothing. If suitable clothing is not available, the student will spend the remainder of the day in In-School Suspension (ISS).

Chronic Violations: Continued violations of the dress code may result in additional disciplinary actions, including but not limited to, extended ISS, loss of school privileges, or further administrative action.

Note: All dress code infractions and subsequent disciplinary actions will be documented in the student's record.

SAFETY

VISITORS ARE WELCOME

All visitors to the school must state their reason for being at the school prior to entrance. Visitors will not be granted access into the main office until they have entered through the metal detectors. Once a visitor has successfully entered through the metal detectors, he/she will be permitted to enter into the main office. Upon arrival through the main office, all visitors must present a valid driver's license to be checked into our Raptor System and once approved will be presented with a visitor's badge. This includes any school events or programs held during the school day.

The following actions are not guaranteed entrance into the main office and can be completed in the school vestibule:

- Signing out or dropping off your child.
- Dropping off or picking up items for your child. (school materials, athletic equipment, lunch)
- Deliveries from Amazon, UPS, USPS, FedEX, etc.

If a parent would like a conference, then arrangements should be made in advance so that the conference comes at a time when the teacher or administrator will be available.

SAFETY PROGRAM

The Board is concerned with the safety of all students, employees and members of the school community present on District property and at all District-sponsored events at other sites. The Board directs the administration to develop a safety program, which is reviewed on an annual basis.

The Superintendent/designee is the administrator responsible for the safety program of the District and develops written procedures to comply with all applicable Federal and State laws and regulations.

The practice of safety is also a part of the instructional plan of the District through educational programs. The educational program includes instruction in traffic and pedestrian safety, fire prevention, in-service training and emergency procedures appropriately geared to students at different grade levels.

All staff are encouraged to participate in the safety practices of the District by providing recommendations that ensure a safe environment for all. (Policy EB)

EMERGENCY DRILLS

The Board directs the Superintendent/designee to conduct all drills required by State law. Drills provide both students and staff with practice in responding to emergency conditions should such conditions occur. Plans are posted in each classroom and other areas accessible to staff and students where required by law. (Policy EBC)

FIRE DRILLS

Fire drills are held regularly in compliance with state law. When the alarm rings, students should get up quietly and leave the room as directed by their teachers. Windows and doors should be closed if possible. Students should move rapidly, but walk. It is important that students not talk so they can hear instructions in the event of a real fire. The teacher will lead students to an assigned area, and they should remain there until told to return when “all clear”. If students are separated from their teacher, they should not panic-but get outside and try to find their class.

TORNADO DRILLS

Tornado drills are held regularly in compliance with state law. Students must follow the same directions as for fire drills, except:

1. Windows and doors should remain open
2. Students should report with their class to their assigned areas within the school building. DO NOT GO OUTSIDE.

A.L.I.C.E. DRILLS

A.L.I.C.E. drills are held regularly in compliance with state law. Students must follow the guidance provided by their teachers and administrators.

DRUG TESTING POLICY

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

The Lowellville Local Board of Education Drug Testing Policy was formed because of a concern that alcohol and illicit drugs may be used by Lowellville School students. The Lowellville Local School Board of Education desires to implement a policy which will attempt to provide this district with safe and healthful student programs. This policy reflects the Lowellville Board of Education and the community's strong commitment to establish a truly drug and alcohol-free school. Because of the pervasive nature of drug use in our local schools, Lowellville Local Schools have selected student athletes, student drivers, students who participate in competitive extracurricular activities and students who, along with consent from their parents, volunteer to be tested for inclusion in the testing pool. This policy applies to all athletes, student volunteers and extracurricular activities from grades 7-12, including sixth grade students with a completed opt-in form.

PURPOSE OF THIS POLICY SHALL BE:

1. To provide a healthy and safe environment to all students participating in the athletic and extracurricular programs.
2. To discourage all students from using drugs and alcohol.
3. To encourage students to assume all responsibility for regulating their personal lives in ways that will result in their becoming healthful members of a team and worthy representatives of the school and community.
4. To provide students with the opportunity to become leaders in the student body for a drug free school.
5. To provide solutions for the student who does use drugs and alcohol.
6. To provide the school with positive guidelines and disciplinary policies for violations of the drug-free policy.
7. To encourage those students who participate in athletics, drive to school, opt-in and extracurricular programs to remain drug free and alcohol free.

The program does not affect the current policies, practices, or rights of the District regarding student drug and/or alcohol possession or use, where reasonable suspicion is established by means other than drug testing through this policy. The drug testing policy is designed to be non-punitive.

Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. The drug testing and education policy is designed to create a safe, drug free environment for students and assist them in getting help when needed. Although students risk the loss of continued participation in extracurricular activities, a student may be disciplined for a violation of this policy, subject to and if applicable per the Student Code of Conduct..

Students will not be penalized academically for testing positive for banned substances that occurred outside of school as determined by a thorough investigation.

Any student in grades six (6) through twelve (12) and his/her parent(s) or legal guardian(s) must first sign a drug testing registration/consent form in order to be eligible to participate in any one or combination of the following:

1. drive a motorized vehicle to school
2. driver education
3. athletics
4. extra-curricular activities other than athletics

DEFINITIONS

STUDENT ATHLETE
Any person participating in the Lowellville Local Schools athletic program and/or contests under the control and jurisdiction of the Lowellville Local Schools and/or the Ohio High School Athletic Association (OHSAA). This policy also includes cheerleaders.

EXTRACURRICULAR
Any activity of a competitive nature that does not involve a grade and is Board approved.

ATHLETIC SEASON
In-season start dates will begin as published by the Ohio High School Athletic Association or sanctioning organization and continue until the completion of awards programs for that sport for the Lowellville Local Schools. There are three athletic seasons: Fall, Winter, and Spring.

RANDOM SELECTION
A system of selecting students for drug and alcohol testing in which each student shall have a fair and equitable chance of being selected each time selections are required.

ILLEGAL/ILLICIT DRUGS
Any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer. Tests may also include Nicotine and Steroids.

ALCOHOL
Any intoxicating liquor, beer, wine, mixed beverage, or malt liquor beverage as defined in the Ohio Revised Code Section 4301.01. The term “alcoholic beverage” includes any liquid or substance, such as “near beer” which contains alcohol in any proportion or percentage. The term “alcoholic beverage” does not include a substance used for medical purposes in accordance with directions for use provided in a prescription or by the manufacturer and in accordance with school district policy and rules related to the use of prescription and non-prescription drugs, provided the substance is a) authorized by a medical prescription from a licensed

physician and kept in the original container, which shall state the student's name and directions for use or b) an over-the-counter medicine.

TYPES OF TESTING

TEAM TESTING

All eligible students will submit to urine and/or hair follicle drug and alcohol testing. The collection process will take place on school property or at a Board of Education approved testing facility. The Head Coach is responsible for ensuring that all student athletes and their parent/guardian/custodian properly sign the INFORMED CONSENT AGREEMENT prior to testing. Any student who was not previously tested by the District during the current twelve (12) month period may be tested at the time they join the applicable program.

RANDOM TESTING

In-session random testing is done throughout the season. Lowellville Local Schools may have up to 100% of its eligible students tested per random selection. A student may be tested more than once per season and/or if there is reasonable suspicion of violation of the Drug Testing Policy. In the event of a positive result, the specimen will be sent to a laboratory for confirmation of results and a certified Medical Review Officer will determine the results.

a. Random selection of student athletes:
The Superintendent, or their designee, will use a system to ensure that students are selected in a random fashion. This system may include computer generated random numbers or names or by pulling numbers from a pool of numbers equal to the number of eligible student athletes.

b. Scheduling of random testing:
Random testing will be unannounced. The day and date will be selected by the Superintendent, or their designee and confirmed with the building administrator. Random testing may be done at any time.

REASONABLE SUSPICION

A suspicion based on specific personal observations, including, but not limited to, appearance, speech, body odors, behavior, or other physical or observable traits of a student that creates a belief by the observer that a student is using or has been using drugs. Among other things, such facts and inferences may be based upon one or more of the following criteria:

A. Observable phenomena, such as direct observation of drug use or the physical symptoms or manifestations of being under the influence of a drug, including but not limited to appearance, speech, body odors, behavior, or other physical or observable traits of the student. In the case of performing enhancing drugs or anabolic steroids, observable phenomena includes unusual increase in size, strength, weight, or other enhanced athletic abilities.
B. Evidence that a student tampered with a drug test.
C. Evidence that a student used, possessed, sold, solicited, transferred drugs while at school or while participating in any interscholastic athletic program or extracurricular activity.
D. Inconclusive, adulterated, or suspect test results or drug tests that report test acceptability criteria have not been met.

DRUGS FOR WHICH STUDENTS MAY BE TESTED

The drugs students may be tested for include, but are not limited to: LSD, Alcohol, Marijuana, Amphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Nicotine (Tobacco), Benzodiazepines, Opiates, Cocaine, Propoyphene (Darvon), or any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

CONFIDENTIALITY

Because the selection and reporting process for the student tested is confidential, the selection, collection, chain of custody documentation and reporting of results are accomplished using identification number codes. District administration shall establish a master list of student's names and unique code numbers. The list is maintained in a secure and locked location. The Superintendent, building Principal, Athletic Director, and other designated personnel, are the only individuals who shall have access to the list. These code numbers are used to select the pool to be tested for random texting.

The testing vendor shall coordinate with appropriate District personnel to schedule students for the collection of urine and/or hair follicle samples.

A testing vendor representative and District administrator shall be present at the collection site for the purpose of coordinating the identification of the student to be tested and the assignment of the code number master list. From that point on, the code number is utilized for specimen identification and reporting. The collection site master list is used to record prescription and over the counter medication that the student has identified as used in the five (5) days prior to the collection.

The collection site master list is then used by the District administration to identify the test student's parents when positive, confirmed results or when inconclusive adulterated or suspected results are reported by identification number by the testing laboratory in accordance with this policy.

COLLECTION PROCESS

When a student is selected or directed to undergo a drug test pursuant to this policy, the student will be notified by the building principal or other designated school district personnel to report to the collection site. A urine and /or follicle specimen and/or mouth swab-will be collected from the student as follows

A. All students are identified by the Designated Personnel or Principal at the collection site. No exceptions will be allowed.

B. Drug testing area must be secured during the testing.

C. Only lab technicians, designated school administrators and students will be witness to the test.

D. Privacy of the test results will be kept for all students.

E. The Designated Personnel is responsible for ensuring that all of the forms are completed and signed by both parent/guardian/custodian and student. No student is to enter the collection site until proper identifications are completed.

F. When students arrive and cannot give a urine sample, they will need to start drinking water, pop or juice.

G. No bags, backpacks, purses, cups, containers or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves or baggy clothing must be removed before entering the collection site. Only pants and t-shirts or dresses may be worn in the collection area. Any infringement of the rules will result in the student taking the test over.

H. Students processed by the lab technician who cannot produce a sample will be kept in a secured area to wait until they can test. If the student leaves this area, they will not be allowed to test and this will be considered a "refusal to test". Students are not to have contact with anyone until after the sample is given.

I. Prior to providing a sample, sStudents will be asked to hold out their hands and a sanitizer will be put on their hands or will wash hands with water. The bathroom personnel will add a dye to the toilet.

J. Students will be asked to urinate directly into the collection cup given to them by the lab personnel. The lab technician will stand outside the stall and listen for normal sounds of urination.

K. Any and all adulterations of the specimen will be detected and considered the same as a test refusal or first time infraction. (The lab checks every sample for adulteration, such as additives you drink or add to urine to change the sample.)

L. Adulterations: We will treat adulterations and diluted samples as first-time offenses. They are not called positives but have the same consequences. A retest will be required within 24 hours.

M. Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be screened or sent to the lab for immediate confirmation of tampering.

N. The sample must be taken in one attempt and be at least 30 ml in size. The student must hand the cup to the lab technician.

O. Students are not to flush the toilets or urinals. In the event that a student flushes the toilet he or she will be required to give a new sample immediately or the sample will be invalid.

P. With a student watching, the lab technician will recap the sample and hand it to the student who must then return it to the intake technician. In the event that the student does not hand the cup AFT directly to the intake technician, the sample is invalid and a new sample must be taken. If the student leaves the collection area or has contact with anyone, the sample will be invalid and the student will have to give another sample.

This collection procedure is subject to change because of procedural requirements by the testing agency. The School Board reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency.

When using rapid screens, all non-negative screens will be sent out with a chain of custody to a certified laboratory for confirmation. A Certified Medical Review Officer will verify the positive test.

Any student that tests positive will have to be tested weekly for the term of a six (6) week program with drug counseling at the expense of the student and or parent. Testing will be done by a reputable vendor/company that the school selects.

REFUSAL TO TEST

Refusal to submit to a random or reasonable suspicion test will constitute a violation of this policy and will be treated as a positive test result.

CONSEQUENCES OF A POSITIVE TEST RESULT OR OTHER VIOLATIONS

If a positive test occurs and it is determined that the violation did not occur on school property, during school hours and/or during a school related activity, then:

THE FIRST VIOLATION

For the first positive result, the student will be given the option of:

- The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for a chemical dependency assessment and then follow the recommendations of the counselor. The parent/guardian/custodian is responsible for all expenses and for providing the Athletic Department with documentation that the athlete completed all recommendations of the counselor. The athlete will be denied participation for a minimum of 20% of the entire season. The parent/guardian/custodian and student will meet with the Athletic Director, the coach, and a building administrator to determine reinstatement. The student may be required, at the parent/guardian/custodian expense, to submit to weekly or random testing for the remainder of the current athletic season.

OR

- Denial of participation in interscholastic athletics for the remainder of the current season and for one calendar year.

THE SECOND VIOLATION

- The student is denied participation for one calendar year from the date of notification of the violation.

THE THIRD VIOLATION

- The student is permanently denied participation in all activities in the Lowellville Local Schools.

Violations of this policy are accumulative throughout the student's school career. (Grades 6-12)

CONSEQUENCES OF A POSITIVE TEST RESULT FOR STUDENT DRIVERS

Students who elect to secure a parking permit from the high school will be automatically entered into the random testing pool for the school year.

THE FIRST VIOLATION
Students testing positive for the first time will have his/her parking permit suspended for three (3) months of the school year and must participate in an assessment and meet the same requirements regarding reinstatement of his/her parking permit as described for the first offense for student athletes.

THE SECOND VIOLATION
-A second offense will result in the student being banned from parking in the parking lot for the remainder of the school year and the student is required to participate in an assessment and meet the same requirements regarding the reinstatement of his/her parking permit as described for the first offense for student athletes.

THE THIRD VIOLATION
A third offense will result in the student being banned from parking at the high school for the remainder of his/her high school career.

SELF REFERRALS
Students may take advantage of a self-referral procedure to seek information, guidance, counseling, and/or assessment regarding their use of alcohol and or drugs. A student is allowed two (2) voluntary referrals during their high school career. However, students may only use one (1) voluntary referral per school year.
Self-referrals can only happen before a test is done.
Counseling and additional testing are required and no other punitive action is taken.

LOWELLVILLE LOCAL SCHOOL DISTRICT INFORMED CONSENT AGREEMENT

STUDENT NAME _____ GRADE_____

AS A STUDENT:

- I understand and agree that participation in activities is a privilege that may be withdrawn for violations of the Lowellville Local Schools Drug Testing Policy.
- I have read the Drug Testing Policy and thoroughly understand the consequences that I will face if I do not honor my commitment to the Drug Testing Policy.
- I understand that when I participate in any District approved program I will be subject to initial and random urine and/or hair follicle and/or mouth swab drug & alcohol testing, and if I refuse, I will not be allowed to practice or participate in any activities. I have read the informed consent agreement and agree to its terms.

- I understand this agreement is binding while I am a student in the Lowellville Local Schools system.

_____ _____
STUDENT SIGNATURE DATE

AS A PARENT/GUARDIAN/CUSTODIAN:

- I have read the Lowellville Local School District drug testing policy and understand the responsibilities of my son/daughter/ward as a participant in activities in the Lowellville Local School District.
- I pledge to promote healthy lifestyles for all students in the Lowellville Local School system.
- I understand that my son/daughter/ward, when participating in any athletic and/or curriculum related program, will be subject to initial and random urine and/or hair follicle and/or mouth swab drug and alcohol testing, and if he/she refuses, will not be allowed to practice or participate in any activities. I have read the informed Consent Agreement and agree to its terms.
- I understand this agreement is binding while my son/daughter/ward is a participant in athletics and/or curriculum related activities in the Lowellville Local School District.

_____ _____
PARENT/GUARDIAN/CUSTODIAN SIGNATURE DATE

_____ _____
PARENT/GUARDIAN/CUSTODIAN PRINTED NAME DATE

INFORMED CONSENT AGREEMENT

We hereby consent to allow the student named on the reverse side to undergo urinalysis and/or hair follicle and/or mouth swab testing for the presence of illicit drugs, alcohol, or banned substances in accordance with Policy and Procedures for Drug Testing of the Lowellville Local School District.

We understand that testing will be administered in accordance with the guidelines of the Lowellville Local School District Drug Testing Policy for students.
We understand that any urine and/or hair and/or mouth swab sample taken for drug testing will be tested only by a Board approved company.

We hereby give our consent to the company selected by the Lowellville Local School Board of Education, its employees, or agents, together with any company, hospital, or laboratory designated to perform urinalysis and/or hair follicle and/or mouth swab testing for the detection of drugs.

We further give our consent to the company selected by the Lowellville Local School Board of Education, its employees, or agents, to release all results of these tests to designated School District employees or agents. We understand that these results will also be available to us upon request.

I, the student, hereby authorize the release of the results of such testing to my parent/guardian/custodian.

We hereby release the Lowellville Local School Board or Education, its employees or agents from any legal responsibility or liability for the release of such information and records.

This will be deemed a consent pursuant to the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g as amended, and the Ohio Revised Code 3319.321, for the release of the test results as authorized by the Informed Consent Agreement or as required by law.

We understand that if any portion of this Informed Consent Agreement and/or Policy is ruled to be illegal due to conflict with State or Federal law, the remainder of this Informed Consent Agreement and/or Policy shall remain in full force and effect.

"OPT IN" STUDENT DRUG TESTING PROGRAM
Great Lakes Biomedical is pleased to provide affordable access to student drug testing at the request of the parents or legal guardian. With our Opt In student drug testing program we allow students not currently involved with extracurricular activities, as requested by parents within our school districts, to participate in the district's random student drug testing program. Results are 100% confidential and reporting goes directly to the parents.
How the program works

- The parent/guardian can obtain our Opt In student drug testing consent within your district's office.
- Read and sign the Informed Consent Agreement. The student must also sign this agreement.
- Turn in the signed agreement and payment for the cost of the student drug testing. Identification of students may be required at the time of testing.
- Upon completion of the testing, the Medical Review Officer will finalize results and will notify the parent/guardian of any positive testing results. Results will not be released to any other party without written consent of the parent/guardian.
- If a positive test result occurs, the parent/ guardian may request counseling or follow up testing within the program. Our Opt In program is available to any student who is enrolled within the district. Great Lakes Biomedical will not attempt to diagnose substance abuse problems. We only want to provide another tool to parents and guardians in making informed decisions on what might need to be done to help their children.

Opt In Student Drug Testing Consent

STUDENT NAME _____ GRADE _____

AS A STUDENT:
I understand that I may be drug tested with my parent's consent under the Opt In student drug testing program.
I understand this agreement is binding while I am a student in the school system.

_____ _____
STUDENT SIGNATURE DATE

AS A PARENT/GUARDIAN/CUSTODIAN:
I understand that by signing this consent I will allow the school district to perform drug and/or alcohol testing on my son or daughter, the results of which will be released to me and only me.

_____ _____
PARENT/GUARDIAN/CUSTODIAN SIGNATURE DATE

_____
PARENT/GUARDIAN/CUSTODIAN PRINTED NAME, PHONE, ADDRESS

The Principal has the authority and responsibility to make a decision on any unforeseen situations or incidents not covered by this handbook or Code of Conduct. The Superintendent shall be informed and, if necessary, appropriate action to amend this handbook shall follow with Board of Education approval.