Student Handbook

Lordstown

High School

2026-2027

FORWARD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook contains important information that you are responsible for knowing. You should become familiar with the following information and keep the handbook available for frequent reference by you and your parents. More specific information is found in Board Policies, Administrative Guidelines, and forms. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects.

LORDSTOWN LOCAL SCHOOLS CONTACT INFORMATION

Lordstown Local Schools

1824 Salt Springs Road
Warren, Ohio 44481
High School Phone: 330-824-2581
High School Fax: 330-824-2586
Superintendent Phone: 330-824-2534
District Website: www.lordstown.k12.oh.us

ADMINISTRATION

Board of Education

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Mr. William Catlin
Mrs. Cheryl Kistler, President
Mrs. Niki Reid, Vice President
Mrs. Rebekah Conn

District Administrators

Superintendent: Mr. Greg Bonamase
Treasurer: Mr. Mark Ferrara
High School Principal: Mr. James Vivo
Elementary Principal: Mr. Rich Zigarovich
Special Education Director: Lauren DeJulio

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SECTION I-GENERAL INFORMATION

Parent Involvement in the School Program

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents. Such a partnership means a mutual belief in, and commitment to, significant educational goals for a student, a collaboration on the means for accomplishing these goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goals.

Relations With Parents

The Board feels that it is the parents who have the ultimate responsibility for their child's behavior, including the behavior of students who have reached the legal age of majority (18), but are still, for all practical purposes, subject to parental authority. During school hours, the Board, through its designated administrators, recognizes the responsibility to monitor student behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.

For the benefit of the student, the Board believes that parents have a responsibility to encourage their child's career in school in the following ways:

- Supporting the schools in requiring their student to observe all school rules and regulations, and by accepting their own responsibility for their student's in-school behavior;
- Sending their children to school with proper attention to his/her health, personal cleanliness and dress;
- Maintaining an active interest in their student's daily work and making it possible for him/her to complete assigned homework by providing suitable conditions for study;
- Reading all communications from school, signing and returning them promptly when required;
- Cooperating with the school in attending conferences set up for the exchange of information of their student's progress in school.

Student Responsibilities

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff member's directions and obey all school rules.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If for some reasonthis is not possible, the student should seek help from the principal.

In order to keep parents informed of their student's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver information. The school; however, may use mail or hand delivery to ensure contact. Parents are encouraged to build open communications with their student's teacher(s) and support staff by informing the staff of suggestions or concerns that may help their student better accomplish his/her educational goals.

The School Day

For students, arrival time is 7:23 a.m. and dismissal time is 2:18 p.m. Breakfast is from 7:10 a.m. to 7:20 a.m. Students who arrive at school during that time period are to report to the high school cafeteria.

Students are reminded that since we operate on a "closed lunch" policy, no one is to leave the school grounds between the arrival time of 7:23 a.m. and dismissal at 2:18 p.m. without authorization from the principal's office. If it is necessary for students to remain in the building after school for meetings or extracurricular activities, they are to notify their parents in advance. Otherwise, students are not to remain in the building or on school grounds unsupervised when school is officially dismissed.

SECTION I-GENERAL INFORMATION

Privacy of Social Security Numbers

You may not be obligated to give your child's social security number for certain school purposes. Social security numbers often are used to facilitate the reporting and auditing requirements of the Education Management Information System (EMIS) under the provisions of Section 3301.0714 of the Ohio Revised Code. The use of social security numbers is usually voluntary and not mandatory. Reference: Social Security Act –42 U.S.C 405 Privacy Act of 1974 –5 U.S.C. 552a Section 7(b).

Student Records

Parents have the right to review a student's educational records. Requests to do so should be made in writing to the principal at least two school days prior to the time requested to review the records. Parents also may request amendments to educational records, in the event they believe those records are inaccurate or misleading. Requests for amendments should be made to the principal, in writing, with an explanation why the request is sought. Finally, should parents desire to have the District disclose personal information regarding students, they should contact the principal or school counselor.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) requires that a school district, with certain exceptions, obtain written parental consent prior to the disclosure of personally identifiable information from a student's educational records. However, schools may disclose appropriately designated "directory information" without written consent, unless parents have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from a student's education records in certain publications.

Examples include:

- Student's name
- Address
- Telephone listing
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Date of graduation
- Awards received

The district will make the information listed above as Directory Information available upon a legitimate request unless a parent/guardian or student 18 years or older notifies the school in writing no later than September 15th of each school year that he/ she will not permit distribution of the above information.

Lunch Period

Students eat lunch in the cafeteria. Students are not permitted to order carry-out service from local restaurants. Our school has a closed lunch policy, which requires students to eat in the school cafeteria. Parents may not write excuses for students to eat elsewhere.

The cafeteria is expected to be self-supporting. Food purchased outside the cafeteria raises the overall cost of the operation and ultimately raises the prices for everyone.

Students are not to carry or consume food or drink outside the cafeteria. Both type "A" lunches and a la carte selections will be available. Students are to remain in the cafeteria during lunch. Classrooms and the hallways are off limits during the lunch period, with the exception of approved and supervised club/extracurricular meetings.

Cafeteria Rules

- All students are to make sure that all wastes are cleaned up and disposed of before leaving the area. This includes the area under the table.
- Students are to remain at the table at which they eat their lunch and not wander around the cafeteria.
- Any throwing of food or inappropriate behavior in the cafeteria will result in disciplinary action.
- Students who leave the cafeteria without permission will be subject to disciplinary action.
- Absolutely no electronic devices are permitted during lunch.

Bus Transportation

Bus transportation is provided for your convenience. Ohio does not require that transportation be provided for high school students (grades 9-12). The Lordstown Local School Board does provide transportation to high school students in our district. Students who fail to comply with the bus safety regulations may be denied the privilege of bus transportation.

While on the bus, students are under the direct supervision and control of the driver. This also applies to transportation to athletic events and student activities. Parents please review the bus safety rules with student riders. If your residence changes during the school year, please contact the school to arrange a new bus and bus stop assignment.

Students are to ride to and from school only the bus to which they are assigned. The possible exception to this rule is in the event of an emergency. Requests for matters of convenience or to socialize after school will not be honored. Written permission for a bus change must be submitted to the High School Secretary (no later than the morning of the requested bus change) for approval.

Please list your phone number on the requesting form. If approved, a bus slip is prepared and given to the student at the end of the day who must give it to the bus driver on the bus in which he/ she will be riding. In case the note is disapproved, the student will be notified and the parent will be called.The bus driver will not allow a student to board a bus to which he or she is not normally assigned without the bus slip. When a bus arrives late to school, students are not counted tardy.

All students are required to follow the following
School Bus Rules and Procedures:

- Load and unload from a bus at its designated stop only and in an orderly manner.
- Wait at the "designated place of safety" at the bus stop.
- Students should be prepared and ready to go 5 minutes prior to the expected arrival time of the bus and proceed purposefully to the bus when it arrives to pick up.
- If a student misses the bus, the parent should make other arrangements for transportation to school. No student is permitted to get on the bus at a later stop. It is very unsafe for students to run alongside the road to catch the bus.
- Students are permitted to ride only the bus assigned to them unless a bus request change has been approved in advance as outlined above. Walk to your assigned seat on the bus without disturbing or crowding other students and remain seated while the bus is moving.
- Obey the driver promptly and respectfully and recognize that he/she has a very important responsibility and that it is everyone's duty to help ensure safety.
- Be courteous to fellow students and the driver.
- Remain seated until the bus stops to walk in front to exit.
- Keep the bus clean and sanitary.
- Use an indoor voice on the bus. No loud talking, screaming, horseplay or profanity.
- No standing on bus while it is in motion.
- Keep all body parts in the bus at all times. Throwing or hanging anything from the bus is prohibited.
- When crossing the street to get on the bus, students must be at least 10 feet in front of the bus.
- No weapons, tobacco, alcohol, or drugs are to be possessed on the bus.
- Be absolutely quiet at all railroad crossings and other places of danger as specified by the driver.
- The use of cameras or any electronic device being used to take photographs on the bus is prohibited.
- Students will not engage in bullying, harassing or intimidating another student or students on a bus by engaging in written, verbal, physical, sexual, insulting or threatening behavior that inflicts physical harm or psychological distress on one or more students.

Student behavior that distracts the driver is a hazard to the safe operation of the school bus and jeopardizes the safety and welfare of all passengers. Misbehavior or irresponsible acts by students shall be sufficient reason for refusing transportation services to any student. The following progressive discipline procedures will be followed in accordance to expected bus behavior:

First Offense: The matter will be discussed with your child and he/she will be warned about the consequences of future behavior problems on the bus. If the behavior violates a specific school policy appropriate disciplinary action will also be taken.

Second Offense: The student will be issued a suspension from riding the bus for the period of days determined by the High School Principal in accordance with expected bus behavior and the Lordstown High School Handbook. If the behavior violates a specific school policy, appropriate disciplinary action will also be taken.

Third Offense: The student's case will be forwarded to the Superintendent of Lordstown Local Schools to determine future discipline, which may include suspension or removal from the bus.

Automatic Suspension: The following violations shall result in an automatic ten (10) day suspension from the bus, with fines imposed on students who are involved in acts of vandalism on the bus. Permanent removal from the bus also may be considered, depending upon the severity of the offense.

Fighting (Police can also be called at the discretion of the bus driver, or school administrator)

Harassment of students/Bullying/Profanity/Vulgarity/Acts of vandalism include, but are not limited to:

- Writing on seats
- Cutting the seats
- Breaking of windows

Bus suspension is not a suspension from school. If a student is suspended, parents/guardians must arrange transportation to and from school. The building principal is primarily responsible for investigating student behavior problems that occur while students are going to and from school. The principal will conduct an immediate investigation with the student or students involved and, if necessary, the bus driver. Specific documentation of all the facts should be written including a description of the incident, student remarks, date, time, and names of witnesses. This documentation may be needed for appeals. Bus suspension steps for students with disabilities have been modified to comply with federal and state laws.
Students riding buses are subject to all other school rules and may receive additional penalties for violation of these rules.

Fire/Lockdown/Tornado/Active Intruder Drills

Fire Drills/Tornado Drills/Lockdown and Active Intruder Drills are held at irregular intervals throughout the school year. Remember these basic rules:

- All students will be made aware of the proper procedures for fire, lockdown and tornado drills.
- During fire and tornado drills, upon sounding of the alarm, students will be directed to walk toward the designated areas. **ABSOLUTELY NO TALKING IS PERMITTED.** Students are to listen for instructions regarding their safety and the safety of others.
- During a lockdown drill, upon the lockdown announcement, teachers will make the decision to either exit the building or lockdown their classrooms, depending upon the location of the intruder (ALICE Training).
- All fire and tornado procedures will be posted in all classrooms. Lockdown procedures will be reviewed with students the first week of school and reinforced several times throughout the school year.
- Misconduct during these drills represents a serious threat to the safety of the student body and will be considered a violation of the Major Misconduct Code. Any misconduct will result in disciplinary action.

Use of Clinic and Illness

Illness: Students who become ill during the school day should report to the central office after receiving permission from the teacher. If too ill to return to class, make arrangements to go home through the school secretary or nurse. No student may leave school without permission. No student is to stay in the restroom during class for an illness.

Nursing Services: A school nurse is available for emergency treatment. Nursing services are designed to support students and parents, but DO NOT RELY ON THE NURSE TO PROVIDE REGULAR CARE OR ADVICE. In order to control communicable diseases, we ask that you keep your child home if fever, rash, or other symptoms of illness are present.

Health screenings (vision, hearing, scoliosis, growth and blood pressure): Health screenings are done annually according to Ohio guidelines. If a parent does not wish for their student to receive these health screenings, the parent/guardian must sign a written note and send it to the office.

Medications

Students are not permitted to carry any medicine, non-prescription or prescription drugs on their person or in their locker without permission of the principal. Students may not give a medication, prescription or non-prescription, to any other student while at school or participating in any school event or activity. All medications must be kept in the clinic and will be administered by the school nurse. (Medical forms provided upon request)

Both physicians and parents must sign and submit a written request to the office before any medications may be administered to a student at school. Medication must be brought in the original prescription bottle showing the child's name, dosage, date, etc. The office will answer any questions about the forms and procedures. The nurse may be reached between 10:00 a.m. and 1:00 p.m. at 824-2248.

Students found in violation of this policy are subject to discipline.

Use of Restrooms

Students may use the restrooms before and after school, between class periods, and at the beginning or end of the lunch period. Students are expected to keep them clean. Do not loiter, smoke, write on the walls or damage the facilities in any way. If you are feeling ill, report to the nurse's office; do not remain in the restroom.

If using the restroom might cause you to be late for your next class, secure the teacher's permission ahead of time. Otherwise, you will be marked tardy.

Lockers

Students are expected to be reasonably quiet in the corridors. You are permitted to go to your lockers between periods provided you can report on time for the next class. You are not to ask for permission to do so during class. You are also not to enter any other locker other than your own. Students will be given a lock for their locker at the beginning of their 7th grade year and are expected to have their lockers locked at all times. Students are cautioned not to share the combination with each other. The school will not be held responsible for any items taken from a locker that is not properly secured. Lockers are the property of the school and may be searched at any time by school officials. Students who find their lockers are jammed or otherwise not working properly must inform their classroom teacher before the tardy bell rings. Failure to do so will result in an unexcused tardy to class.

Assemblies

Prior to a general assembly, students are to report to their classrooms. The students' behavior should be refined and courteous at all times. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Students will be seated with their classes in their assigned areas.

It is extremely discourteous to read books or magazines during the presentation of a guest speaker. The number of assemblies held during the school year will be determined by the attitude and conduct of our student body. Failure to uphold these standards will result in disciplinary action.

Restricted Areas for Students

Students are prohibited from entering faculty lounges and restrooms, secretarial work area, closets, equipment rooms and other posted areas. Students are not permitted outside the commons area at lunch except with the permission of lunch supervisors.

Schedule Changes

- Students were registered for courses that they selected during the previous spring. Since computer scheduling attempts to balance class section size, students will be expected to follow the previously determined schedule.
- Withdrawals from the class after the first two weeks of the year are permitted only with the permission of both the teacher and school principal. This will result in the student receiving a failing grade "F" in the class for the year. AP classes begin immediately following the last day of the regular school year. Any student enrolled in an AP course who wishes to drop that course must do so by that day.
- Students are expected to carry reasonably full academic schedules. Students are expected to carry seven subjects per semester (one study hall per day). All TCTC students must have their schedules approved by the school.

Visitors

The administrative policy is to accept only those visitors who have legitimate business to attend to at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to sign in and obtain a visitor's badge. Any visitor found in the building without signing in shall be reported to the principal. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to school in order to coordinate an opportunity for a conference. Parents should not go directly to a student's classroom without registering as a visitor.
Students are not permitted to invite visitors to school to attend lunch or accompany them to class.

Registration

Registration for all students entering Lordstown Local Schools takes place in the main office of the high school. Hours for registration are 8:30 a.m. - 2:30 p.m., Monday through Friday. For questions about registration, please call the high school office at (330) 824-2581. The building secretary has all necessary forms and information for registering and withdrawing students.

The Ohio Revised Code mandates that all students in grades kindergarten through twelve provide written documentation of the minimum state registration requirements. The minimum state registration requirements are listed below. All students must meet these requirements in order to attend Lordstown Local schools. Ohio law allows fourteen (14) school days for parents to provide a record of students having received required immunizations and having met registration requirements. Failure of a parent/student to meet these requirements may result in the exclusion of the student from school.

- Proof of immunization (Approved means of immunization as required by Sections 3701.13, 3313.671 and 5104.011 (A) (5) of the Ohio Revised Code, see additional information below)
- Tuberculosis Skin Test - All students new to Lordstown from outside the continental United States must have tuberculosis testing within ninety (90) days prior to or within two weeks after their first day of school. Tuberculin skin testing is strongly suggested for pre-kindergarten and kindergarten students.
- If a student tests positive for TB, the student must have a chest x-ray within a designated period of time. If a student tests positive for TB and is entering the US from a high risk country as listed by the State of Ohio Department of Health, the student may not attend classes until seen by a physician and medication is prescribed, if applicable.
- Medical examination by a physician given within one year prior to a student enrolling in pre-kindergarten, kindergarten or initial enrollment in first grade. For children enrolling into a pre-kindergarten program, the medical examination shall occur within one year prior to enrollment and annually from the date of examination thereafter.
- Dental examination by a dentist given within one year prior to enrollment.
- Proof of date of birth (birth certificate); or a passport or attested passport transcript showing the age and place of birth of the child; or an attested transcript of a birth certificate; or an attested transcript of a baptism certificate; or an attested transcript of a hospital record showing date and place of birth or a birth affidavit.
- Proof of residency within the Lordstown Local School District.
- Three of the following, or their equivalent, must be presented as proof of residency: deed or written lease, insurance policies indicating place of residence, certificate of registration from the Board of Elections, driver's license, and utility bills.
- In the event a student changes address within the district during the course of a school year, proof of residency will again be requested. In addition, appropriate paperwork must be completed (available in the school office) to notify the transportation department of the student's change of address, phone number and child care provider, if applicable.
- Proof of custody, if applicable.
- 18-year-old students who do not reside with their parents must demonstrate that they are economically independent (self-supporting) to register.

Immunizations

Each student should have the immunizations required by law or have a written statement of exemption (medical, bona fide good cause, or religious convictions). If a student does not have the necessary shots or written statement within 15 days from admission, then according to requirements of state law, the student will be excluded from school. This is for the safety of all students and in accordance with State law. Any questions about immunizations or the written statement should be directed to the nurse.

Immunization Requirements: Unless a written statement is on file at the school students must meet the following requirements:

Diphtheria/Tetanus/Pertussis
Four (4) or more doses of DTP, DT, (pediatric), or DTAP vaccine or any combination thereof, is the minimum acceptable requirement.

Measles:
Single dose of live measles virus vaccine or vaccine combination on or after 1st birthday,
and additional dose of the MMR vaccine given before entering the 7th grade.

Rubella:

- Same as measles.

Mumps:

- Same as measles.

Polio:

- 3 oral or inactivated plus 1 oral vaccine booster.

Meningococcal disease: No pupil who is the age or older than the age at which immunization against meningococcal disease may remain in school more than fourteen days unless evidence of immunization is provided, or is in the process of immunization. (Students should have had the first dose entering 7th grade and second dose entering 12th grade. If the first dose was after the student's 16th birthday, a second dose is not required.)

Reference: ORC 3313.671 required immunizations, exceptions.

Withdrawal or Transfer from the District

The procedure for withdrawal or transferring is as follows:

1. Secure withdrawal or transfer note from your parent or guardian.
2. Obtain discharge from the Office.
3. Have the form filled out by teachers.
4. Return all school books and property.
5. Make sure that all fees are paid.
6. Take completed forms to the Office for final clearance.
7. Records and transcripts will not be forwarded if students have a financial obligation to Lordstown High School. (i.e., course fees not paid---lost textbooks, etc.)

Textbooks

All basic textbooks and workbooks are loaned to students for their use during the school year. This is done with the expectation that the major investment will be properly safeguarded. Students should cover textbooks to ensure that books remain in usable condition. As a result of daily usage, reasonable wear is expected. Unreasonable damage to textbooks and workbooks must be paid for by the student on a prorated basis. Lost textbooks or workbooks also must be paid for by the student and replaced immediately. Charges for these must be paid to the office at the time of damage or loss, or they will be added to student fees.

Bulletin Boards, Banners and Posters

Activities concerning school functions may be advertised in designated areas. A bulletin board located near the cafeteria may be used for out-of-school activities. However, posters, banners & displays being used in the school must first be approved by the Principal. Failure to follow this procedure may result in the confiscation of your material.

Bulletin Boards, Banners and Posters

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Electronic Devices

Students in grades 7-12 must place their cell phones in their locker upon entering the building. They are not to be removed from their lockers until the end of the school day. They are not to be carried around with them during the school day.

Consequences for inappropriate use of electronic devices:

1. **First offense: Electronic device taken by school administration. Electronic devices must be picked up by the student in the main office after 2:24pm. Three (3) after school detentions will be issued. Failure to turn over the device will result in out of school suspension.**
2. **Second offense: Electronic device taken by school administration. Electronic devices must be picked up by a parent/guardian after 2:24 p.m. Students will lose the privilege of bringing any electronic devices to school. Students will receive a Saturday Detention. Failure to turn over the device will result in an out of school suspension.**
3. **Third and subsequent offense(s): Electronic device taken by school administration. 3 Saturday Detentions issued or out of school suspension. Students recommended for expulsion. Failure to turn over the device will result in out of school suspension.**

******PLEASE REFERENCE***
OHIO'S CELL PHONES IN SCHOOLS MODEL POLICY
ON PAGE 68. ***

Eighteen-Year-Old Students

Rules that apply to the general student body are in effect for all students, regardless of age. Eighteen-year-old students residing with their parent(s)/guardian(s) are expected to have written excuses from their parents for all absences or early dismissals.

School Closings

In the event of severe inclement weather or mechanical breakdown, school may be closed or the starting time delayed. The same conditions also may necessitate early dismissal. Families will be notified via the school's automated messaging system. Additionally, reports covering these conditions will be announced over the local radio and television stations. When school is cancelled, it will be listed as Lordstown Local Schools. Occasionally it is listed as "Trumbull County Schools" when the entire county is called off. If no report is heard, it can be assumed that school will be in session.

Search and Seizure

Students are provided desks, equipment, and other storage areas in which to store items.It should be clearly understood that these are the property of the Lordstown Board of Education and may be searched at any time.

Search of a student and his/her possessions, including but not limited to purses and bags, may be conducted at any time the student is under the jurisdiction of Lordstown, if there is reasonable suspicion that the student is in violation of law or school rules. Reasonable suspicion searches may be conducted with or without the students' consent.

K-9 searches may be utilized by Lordstown through the use of a qualified and authorized trainer and trained dog(s) to randomly search for contraband on premises. Random searches of lockers, the school parking lot, and hallways may occur at any time for the purpose of detecting the presence of drugs or other dangerous items or substances.

Items found during a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to local law enforcement. Lordstown reserves the right not to return items that have been confiscated during the time period of investigation and any related enforcement or court actions, and the police may take custody of contraband, illegal items, or items related to an investigation.

Junior/Senior College Visitation Days

Seniors will be granted the privilege of three (3) authorized absences to visit the college or technical school of their choice. Juniors will be granted the privilege of two (2) authorized absences. These days, if approved in advance via a prearranged absence form, will not be counted as a day of absence for the student. Students should see the school counselor prior to taking such a day for college visitation. These do not include school-sponsored trips.

School Website

Students and parents are encouraged to visit our District's website at www.lordstown.k12.oh.us. It is the intention of the District to post pertinent information such as student and athletic handbooks, as well as publications like the school newsletters so everyone has access to these materials.

Asbestos Management Program

On October 22, 1986, President Reagan signed the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The act required the Environmental Protection Agency (EPA) to develop regulations for addressing asbestos in public and private elementary and secondary schools. On October 30, 1987, the EPA published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This rule stipulated, and our district has complied with, the following key requirements:

Identification of asbestos-containing materials in all school buildings.
Development and implementation of asbestos management plans for each school.
Regular surveillance and re-inspections of the condition of asbestos in the buildings.
Designation and training of a person to oversee asbestos activities within the district and to ensure compliance with the regulations.

This memorandum is to advise you that asbestos management plans for the district schools were developed following the EPA ruling and subsequently approved by the State of Ohio, Department of Health. These plans are regularly updated and are available for you to review.

Should you have any questions regarding this program or would like to review an asbestos management plan, please contact the Board of Education office during normal business hours.

SECTION II- ACADEMICS

Scheduling

Yearly class registration is conducted in the spring through the office of the principal and the school counselor. In selecting courses, consider graduation requirements, interests and occupational goals. Course descriptions, requirements and credits are available from the principal's or guidance office.

Note to Parents and Students:

Any student wishing to enroll in an advanced course MUST obtain the written approval of the teacher before enrollment in that class is accepted. (Examples include, but are not limited to, Biology II, Advanced ELA, AP, Physics, etc.)

Industry Credential and Workforce Readiness

Students earn twelve (12) points through a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and achieve a workforce readiness score on the WorkKeys assessment. The state of Ohio will pay one time for those who take the WorkKeys assessment.

College and Career Readiness Tests

Students earn "remediation-free" scores in English language arts and mathematics on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11th grade students in the classes of 2018 and beyond to take either the ACT or SAT free of charge. The student's district selection applies to all schools in the district for one school year. Test selection may change from one school year to the next.

Credit Flexibility

Credit Flexibility, or credit flex, is a pathway by which students may pursue alternative ways to earn credit toward graduation. Students have an opportunity to earn high school credit by demonstrating mastery of essential content and skills addressed in any traditional high school course offered by the district. Demonstrations of mastery may involve testing out of a course, completing an independent study, submitting a portfolio or a combination of options. For credit in the arts demonstrations of mastery may also include performances or exhibitions.

The district will offer a variety of pre-designed educational options opportunities in which any qualified student may enroll, or students may also propose their own "educational options plan." Prior approval must be obtained from the Credit Flex Committee before a student begins a credit flex pathway. Students considering credit flex should obtain a credit flex packet from the high school guidance office.

Special Education

The Individuals with Disabilities Education Improvement Act (IDEIA) prescribes that students with disabilities be placed in the regular classroom with supportive aids and services as long as their individual goals can be met. Lordstown supports this philosophy by providing flexible services to the general education classrooms. We do not deny students the right to be taught in a special class if that option meets his/her needs. We offer the full continuum of services and placements to meet the unique needs of each individual student. Services range from consultation to support in the general education class to small group special class individualized instruction.

Lordstown is committed to provide a Free Appropriate Public Education (FAPE) for children with disabilities. Stressed throughout the special education program at all grade levels are the importance of family involvement, collaboration with all team members, accountability and use of general education curriculum. Buildings have planning and problem solving teams that plan for services for students.

All students with disabilities are provided rights ensured under IDEIA.

Special Testing

From time to time, students are requested to take special tests inquiring into vocational, career, personal interests or personality profiles. These tests are administered to help you explore future academic, professional and vocational opportunities. Understand that the tests are not intended to limit the courses you take, but rather to help you broaden your interests and to consider other avenues for your education.

Protection of Pupil Rights Act

The Protection of Pupil Rights Amendment (PPRA) requires your school district to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

1. Political affiliations
2. Mental and psychological problems potentially embarrassing to the student and his/her family
3. Sex behavior and attitudes
4. Illegal, anti-social, self-incrimination and demeaning behavior
5. Critical appraisals of other individuals with whom respondents have close family relationships
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physi cians, and ministers
7. Religious practices, affiliations, or beliefs of the student or parents, or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

This requirement also applies to the collection, disclosure or use of student information for marketing purposes, and certain physical exams and screenings.

Parents or students who believe their rights under PPRA may have been violated should first contact their building principal. If concerns still exist, they may file a complaint by writing to the Family Policy Compliance Office. Complaints must contain specific allegations of the facts giving reasonable cause to believe that a violation of PPRA occurred.

Grading System

It is our policy to use the alphabetic plus/minus system for grading. In addition to the alphabetic system certain grades may be reported using the following codes:

- W - Withheld
- P - Passing
- S - Satisfactory
- U - Unsatisfactory
- WF - Withdrawn failing

Teachers are responsible for establishing their own grading system. A copy will be given to students at the beginning of the school year. Each teacher will explain the particulars of their grading system during the first week of school. Semester exams will be administered at the end of each semester. Two (2) days will be used for semester exams.

All grading systems will be based on percentages. Semester and yearly grades will be reported on report cards as a letter grade. However, the grades will reflect the average of a student's percentages earned throughout the coursework.

Grading Policy 7-12

Students will receive a letter mark on their report cards for each course they enrolled in for each nine-week grading period. In addition, they are also to receive semester examination marks as part of the final grade. Junior high students are not required to take semester and final exams. Report cards for junior high students will not reflect exam grades.

The following numerical value of marks will be used for determining grades.

Letter Grade: GPA Value Equivalent Grade Percentage

A	4.00	90-100%
B	3.00	80-89&
C	2.00	70-79%
D	1.00	60-69%
F	0.00	59% and Below

Grading Policy 7-12 *(cont.)*

A student's semester grade is determined by the two nine-week grades. Mid-term exams and Final Exams are no longer mandatory. Classroom teachers are given the opportunity to determine how best to assess their students in terms of summative assessments/projects.

For example, semester grades will be calculated by using the following formula:

(1st Nine Weeks % + 2nd Nine Weeks %) = Semester Numerical Grade

A student's grade in a year-long course will be determined by adding the semester averages and dividing by two.

Junior High students who fail any major subjects for the school year may be required to attend summer school to be promoted to the next grade level in that particular subject. Students who fail two subjects will be required to attend summer school for promotion.

Students who fail four or more subjects will be retained. Final decisions regarding placement rests with the building principal. There are no automatic or age promotions at Lordstown High School.

Grade Reports

An interim report is mailed to parents of students midway through each quarter. Such reports usually are mailed during the fifth week of each of the four grading periods.

Grade reports are issued every nine weeks--approximately one week after the conclusion of each grading period.

Students who have outstanding financial obligations in the form of fees, or who have not turned in school owned textbooks and/or equipment will not receive report cards until these obligations are satisfied. All school fees must be paid in full before the school will send transcripts.

Honor Roll and Merit Roll

Scholarship is recognized and encouraged through an academic honor roll and election into the National Honor Society. Honor Roll designations are restricted to those students who achieve a 4.00 scholastic average, or all As, during a quarterly grading period.
Merit Roll designations are restricted to those individuals achieving a 3.00 scholastic average or above in all subjects currently taken and have no grade less than a B.
The honor roll is compiled at the close of each grading period and will be posted on the bulletin boards. It will be forwarded to area newspapers at the end of each nine-week period.

Credits for Placement/Classification of Students

Students will progress through school at the appropriate grade level of their classmates. Students will not be advanced grade levels regardless of the number of credits which have been accumulated. The only exceptions are students who have been granted permission to graduate from school early. Grade levels are determined at the beginning of each school year.

Grade level will be determined by the following accumulation of credits:

- 10th Grade: 5 Credits
- 11th Grade: 10 Credits
- 12th Grade: 16 Credits

National Honor Society

The National Honor Society is an honor group of high school juniors and seniors. Membership is based on scholarship, service, leadership and character. The faculty considers for membership all members of the Junior and Senior Class who have met all of the necessary requirements to be accepted into NHS. All current members of National Honor Society, and newly elected members, will be issued a copy of the National Honor Society Bylaws.

Academic Eligibility

In addition to the state standards adopted by the Ohio Athletic Association, the Lordstown Board of Education has passed the following policy which shall govern the participation in athletics for all students, grades 7-12. Participation in athletics is determined on a nine-week basis. The eligibility standards described herein, also apply to students participating in co-curricular activities. (Examples include Speech and Debate, Mock Trial, Lego League, etc.)

At the conclusion of every nine weeks, a student who receives two F's for either a nine-week grading period or a semester average will be ineligible to practice or participate for the next nine-week grading period. The eligibility or ineligibility of a student for a nine-week period begins and ends after the grades have been submitted by the teacher and have been confirmed by the athletic director and the high school office.

Each student must also maintain a minimum grade point average of 1.5 to be eligible to practice or play for the succeeding nine-week grading period. The 1.5 G.P.A. requirement is in accordance with Board policy.

Students who receive two incomplete grades may not practice or participate until the incomplete grade has been converted to a letter grade. For further details, please refer to the athletic handbook.

Note: All incoming seventh grade students will be eligible to participate in athletics for the first grading period. After the first nine weeks, they are subject to the rules in effect for all other standards.

Class of 2024 and Beyond Requirements

The budget bill, passed July 18, 2022, and effective October 17, 2022, established new graduation requirements. Students who enter ninth grade for the first time after July 1, 2019, are required to meet all of the following:

1. Complete the curriculum requirements of both the state and school district.
2. Take six end-of-course examinations in the areas of English Language Arts II, Science, Algebra I, Geometry, American History and American Government. However, a student need only attain a competency score for the ELA and Algebra I examinations to be eligible for graduation.
3. Earn **at least two** state diploma seals.

The Department of Education is tasked with seeking a waiver from the U.S. Secretary of Education to allow for the use and implementation of Algebra I as the primary assessment of high school math. If the waiver is not granted, students will also need to take the Geometry end-of-course exam, although the exam will not be required for graduation. ODE, in consultation with the Governor's Office of Workforce Transformation, will determine the competency score for Algebra I and ELA exams needed to graduate.

Districts must offer remedial support to students who do not attain a competency score of 1 on English Language Arts 11 or Algebra I exams. These students must retake a failed exam at least once. If they fail to achieve the required score again, they may use an alternative method to demonstrate competency. The alternatives include: 1) complete a college credit plus course in the failed subject area; 2) provide evidence that the student has enlisted in the military; or 3) complete two of the following options, one of which must be foundational:

Foundational options

- Earning a proficient score on three or more state technical assessments in a single career pathway: obtaining an industry-recognized credential; or
- Completing a pre-apprenticeship or apprenticeship program after high school that is restricted to participants who are at least 18 years of age.

Supporting options:

- Completing 250 hours of work-based learning experience with evidence of positive evaluations;
- Obtaining an OhioMeansJobs Work Readiness Seal; or
- Attaining a certain score on a WorkKeys Assessment.

Requirements *(cont.)*

The State Board of Education will establish a system for awarding state diploma seals to students. School districts must affix the seals to the diploma and student transcripts. The new state seals that will be available to fulfill this graduation requirement include the following:

- Bi-literacy Seal (already available under current law)
- OhioMeansJobs-readiness Seal (already available under current law)
- College-ready Seal: student earns remediation free score on nationally standardized assessment (ACT or SAT).
- Industry-recognized Credential Seal: student earns industry-recognized credential aligned to a job that is determined to be in demand in Ohio.
- Military Enlistment Seal: student will either provide evidence of enlistment in a branch of the armed forces, or participate in junior reserve officer training program.
- Citizenship Seal: student demonstrates one of the following:
  a. At least a proficient score on both the American history and American government end-of-course examinations;
  b. At least a proficient score on an Advanced Placement or International Baccalaureate examination in lieu of American history and American government exams; or
  c. A final grade that is equivalent to "B" or higher in an appropriate College Credit Plus course.
- Science Seal: student attains any of the following:
  a. At least a proficient score on a science end-of-course exam;
  b. At least a proficient score in an equivalent Advanced Placement or International Baccalaureate course in lieu of the science exam; or
  c. A final grade that is equivalent to "B" or higher in an appropriate CCP course.
- Honors Diploma Seal: student meets criteria for honors diploma as defined by state law.
- Technology Seal: student attains any of the following:
  a. At least a proficient score in an Advanced Placement or International Baccalaureate examination;
  b. A final grade that is equivalent to "B" or higher in an appropriate CCP course; or
  c. Completing an optional course offered by the student's district that meets ODE's guidelines.
- Community Service Seal (OPTIONAL): student completes project that meets guidelines to be developed by district.
- Fine/performing Arts Seal (OPTIONAL): student meets guidelines to be developed by district that demonstrates skill in fine or performing arts.
- Student Engagement Seal (OPTIONAL): student meets guidelines developed by district by participating in extracurricular activities such as athletics, clubs, or student government.

School districts must develop guidelines for at least one "optional" seal. As of the date of printing, the District has not determined the optional seal(s) for which it will develop criteria; the District will disseminate this information when it is available.

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The district will offer a variety of pre-designed educational options opportunities in which any qualified student may enroll, or students may also propose their own "educational options plan." Prior approval must be obtained from the Credit Flex Committee before a student begins a credit flex pathway. Students considering credit flex should obtain a credit flex packet from the high school guidance office.

Honors Diploma

The following criteria must be met in order to earn an Ohio Honors Diploma through Lordstown High School. Students must meet seven (7) of the eight (8) criteria.

- 4 units English
- 4 units Social Studies
- 4 units Math (Must include a minimum of Algebra I, Algebra II, Geometry and Pre-Calculus)
- 4 units Sciences (Must include Chemistry and Physics)
- 3 units Foreign Language
- 1 unit Fine Arts
- 3.5 Grade Point Average (7 semesters cumulative average)
- 27 ACT Composite, excluding the optional Writing test or 1210 SAT score, excluding the required Writing section

Special Education

The Individuals with Disabilities Education Improvement Act (IDEIA) prescribes that students with disabilities be placed in the regular classroom with supportive aids and services as long as their individual goals can be met. Lordstown supports this philosophy by providing flexible services to the general education classrooms. We do not deny students the right to be taught in a special class if that option meets his/her needs. We offer the full continuum of services and placements to meet the unique needs of each individual student. Services range from consultation to support in the general education class to small group special class individualized instruction.

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1. Political affiliations
2. Mental and psychological problems potentially embarrassing to the student and his/her family
3. Sex behavior and attitudes
4. Illegal, anti-social, self-incrimination and demeaning behavior
5. Critical appraisals of other individuals with whom respondents have close family relationships
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
7. Religious practices, affiliations, or beliefs of the student or parents, or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

This requirement also applies to the collection, disclosure or use of student information for marketing purposes, and certain physical exams and screenings.

Parents or students who believe their rights under PPRA may have been violated should first contact their building principal. If concerns still exist, they may file a complaint by writing to the Family Policy Compliance Office. Complaints must contain specific allegations of the facts giving reasonable cause to believe that a violation of PPRA occurred.

Senior Opt-Out of Second Semester Exams

Seniors may be exempt from taking the final at the end of the year in a particular class if they meet the following criteria. These criteria must be met in each course in order to be exempt from the exam for that course. If a senior earns the privilege to avoid taking an exam, teachers will assign the student's nine-week averages as the semester grade for the purpose of calculating the semester average, and ultimately, the student's final grade in the course.

Note: Seniors may choose to take the final if they are attempting to improve upon their grade; conversely, seniors should be aware that if they choose to take a final for which they have earned the right to opt out, poor performance on the exam could lower their grade. The choice to take the exam belongs to the student, but once the exam is taken, the grade earned on the exam counts toward the grade.

Grade Requirement:

- The grade in the course for the third and fourth nine weeks must be a "B" or higher in EACH quarter, and;

Citizenship Requirement:

- No detentions or discipline referrals during the second semester. In essence, no discipline infractions of any kind will be allowed. Tardies to school/class that result in detention or disciplinary issues that occur outside of the classroom will prohibit students from opting out of all of their finals. One infraction equates to taking all finals, and;

Attendance Requirement:

- No student may opt out of a final if they have more than four (4) unexcused absences in that class during the second semester. School-sponsored absences (ex. field trips) and allowable college visits (abiding by the current limits = 2) do not count toward these four (4) days. All other unexcused absences count. Remember, this attendance requirement applies only to the privilege of opting out of an exam. The above attendance requirement does not supersede the attendance policy of Lordstown High School.

SECTION III-STUDENT CODE OF CONDUCT

Absence From School

The Ohio school attendance laws require every student to be in attendance each day that school is open for instruction except in cases of personal illness, death or illness in the immediate family, or for other extreme emergencies and other legitimate reasons. All students must present written notes properly signed by their parents/physicians for all past and future absences. A student must produce a written note from their parent/guardian or physician within forty-eight (48) hours of returning to school. The school will make an attempt to contact the parents on the day of student absence by automated message. As a general rule, the school will not contact parents at work unless instructed by the parent to do so.
Students arriving at school before 9:30 a.m. will be marked tardy. Students who arrive after 9:30 a.m. will be marked absent one half day. Students who leave school (approved dismissal) before 1:00 p.m. will be charged with being absent one half day.

Attendance and Absenteeism Policy

Many pupils who miss school frequently experience great difficulty in achieving the maximum benefits of schooling. Pupils in these circumstances are able to achieve only mediocre success in their school programs. The school cannot teach pupils who are not present. The entire process of education requires a continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits.

Student Attendance *(cont.)*

State law allows very little, if any, flexibility for local Boards as far as compulsory school attendance is concerned. The primary burden of responsibility, of course, rests with the parents. R.C. Section 3321.05 provides in pertinent part, "Every parent, guardian, or other person having charge of any child of compulsory school age who is employed under an age and schooling certificate, or who has not been determined to be incapable of profiting substantially by further instruction, must send such a child to school."

Although the primary responsibility for regular attendance of children grades K-12 rests with the parent(s), the school and the attendance officer of the school district must track and pursue enforcement of compulsory education laws. Lordstown must identify potential attendance problems early. We must bring these potential problems to the attention of the parents, and work with the students, parents, and the courts, if necessary, to successfully remediate attendance problems.

According to these regulations, a student may be given an excused absence from school for the following reasons only:

Student Attendance *(cont.)*

Excused Absences

Excused Absences are not counted toward the maximum allowable limit.

1. Funerals: A reasonable amount of time will be allowed without penalty to attend funerals of immediate family.
2. Quarantine: The absence of a student under this condition is limited to the time of quarantine as fixed by the proper health officials. (State law requires that a certificate by the appropriate health officials must accompany the student upon re-entry.)
3. Medical and Dental Appointments: The appointments should be arranged outside of school hours, if at all possible. However, they are for the purpose of maintaining good health and will be considered necessary if they cannot be arranged outside of school hours, providing the school is advised of the appointment preceding the absence and a medical excuse is provided.
4. Legal Responsibilities: If they cannot be arranged outside of school hours, legal obligations shall be an excused absence. Documentation must be presented to the building principal.
5. School Sponsored Trips: These include out of state travel for participation in a student enrichment activity or extracurricular activity approved by the Board of Education.
6. Religious Holidays: These absences will include a legitimate, bona fide religious holiday.
7. Personal illness: If a student is ill, he/she should stay out of school for his/her own welfare, as well as that of other students; however, parents should make sure students are ill and not just indisposed towards school. If a student becomes ill, or is injured while at school, following the proper procedures (such as producing a medical excuse) he/she may be excused. A written note is required from a parent/guardian and/or a physician, dentist, etc... for a personal illness absence to be an excused absence from school. The absence will be considered an unexcused absence if a parent/doctor note is not received by the main office within 48 hours of the student's return to school.
8. Emergency or other circumstances deemed to be sufficient excuse for such an absence.

The school reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Unexcused Absences

All unexcused absences will count towards the maximum allowable limit.

1. Oversleeping: Oversleeping is not considered a legitimate reason for missing school.
2. Shopping trips: Shopping trips for clothing, shoes, etc., will be considered unnecessary and unexcused.
3. Childcare: Keeping older students home to care for younger children will be considered an unexcused absence.
4. Hunting/Fishing: These are not legitimate reasons to be excused from school, and will be classified as an unexcused absence.
5. Vacation: Any school days missed for vacation outside of the approved school calendar will be considered unexcused.
6. Weather: Conditions of the weather cannot be used as an excuse.

Truancy

It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts can often directly impact their students' attendance. By using data to identify and assist students who may need extra support and services, districts can target supports to get students to school every day.

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Schools may not suspend or expel students for missing too much school. The district's policies outline interventions and plans for students who miss too much school. A district or school absence intervention team, composed of a team of educators, district representatives and other supportive adults, will develop a specialized absence intervention plan for students who are habitually truant. Absence intervention plans incorporate academic and non-academic supports to help the student and remove barriers to regular attendance. The legislation highlights the importance of parental engagement and accountability as part of a student's absence intervention plan.

Truancy *(cont.)*

Highlights of truancy law:

1. **Definition of 'habitual truant' changed from days to hours. The new definition is:**
   a. Unexcused absence for 30 or more consecutive hours;
   b. Unexcused absence for 42 or more hours in one month; or
   c. Unexcused absence for 72 or more hours in one year.
2. **Includes 'excessive absences':**
   a. Absent without legitimate excuse for 38 or more hours in one school month without a medical excuse; or
   b. Absent without legitimate excuse for 65 or more hours in one school year without a medical excuse
3. **The creation of absence intervention teams to develop absence intervention plans for students who are habitually truant. Children will be assigned to an absence intervention team within 10 days of reaching a truancy threshold, and an absence intervention plan will be developed within 14 days of assignment. Parents will be invited to be part of the team, and will be notified of the absence intervention plan. Parent failure to respond to attempts to include them in addressing truancy will be evaluated regarding reporting to children's services. Parents may send a designee to participate on their behalf.**
4. **Parents will be notified within seven (7) days after reaching thirty-eight (38) hours of absence in one month (without a medical excuse) or 65 hours in a year (without a medical excuse.)**
5. **Lordstown's Truancy Policy 5200 contains absence intervention strategies which may include but are not limited to counseling, requiring parents to attend truancy prevention and/or parent involvement programs, and filing a complaint in juvenile court.**
6. **A complaint in juvenile court will be filed on the sixty-first (61st) day after implementation of an absence intervention plan if the student has failed to make satisfactory progress on the plan.**

TRUANCY INTERVENTION PROCEDURES

1. **If a child is absent for thirty (30) or more consecutive hours, forty-two (42) or more hours in a month, or seventy-two (72) or more hours in a school year, he or she meets the definition of habitual truant, and the absence intervention activities described below and in Policy 5200 will be implemented.**
2. **Lordstown will establish one or more absence intervention teams, which will include a district or school representative, an additional district or school representative that knows the student, and the student's parent or guardian. A school counselor, psychologist, social worker or public agency representative also may be included. Upon a student reaching the threshold level of truancy, the team will begin work to address the truancy. Parents will be notified in writing within seven (7) days of the student exceeding the definition of habitual truant, and will be invited to participate on the absence intervention team. There will be three (3) good faith attempts to engage the parent, but if the parent does not respond, the student will be assigned to a team within ten (10) days of the absence meeting the definition of habitual truancy, and the team will proceed to develop an absence intervention plan for the student.**
3. **The absence intervention plan will be developed within fourteen (14) days of assignment to a team. Absence intervention plans will be tailored to each student and may include recommendations to the parent, student or school personnel to solve the attendance problem and actions to be taken by the student to resolve the issues leading to truancy. Strategies such as requiring parents to attend parental engagement or truancy prevention mediation programs, counseling for the student, developing an attendance and/or behavioral contract, notifying the registrar of motor vehicles, community service, loss of privileges, detention before or after school, assignment to a mentoring program, referral to juvenile court alternative programs or to community mental health services, in school suspension and other alternative programming may be part of the plan. Every plan will contain a requirement that a complaint will be filed in juvenile court if the student fails to participate or make satisfactory progress on the plan within sixty-one (61) days, and the student has unexcused absences of more than thirty (30) consecutive hours, more than forty-two (42) hours in a month, or more than seventy-two (72) hours in a school year. A complaint will not be filed if the absence intervention team determines that the student has made substantial progress on the plan to address truancy.**

Truancy *(cont.)*

4. **Parents will be notified in writing of the development of the absence intervention plan within seven (7) days.**
5. **The Ohio Department of Education will be notified when a student reaches the threshold for unexcused absences meeting the definition of habitual truancy, when parents are notified of the student's absences, when an absence intervention plan is implemented, and when a student adjudicated unruly for habitual truancy violates a court order concerning that adjudication.**
6. **Building staff will develop a list of alternative consequences for absence intervention teams to use when developing absence intervention plans.**
7. **If a student becomes habitually truant and there are less than twenty-one (21) days remaining in the school year, a school official may be assigned to work with the student's parent over the summer to develop an absence intervention plan, or the absence intervention process may be held in abeyance over the summer, and begin on the first day of the next school year.**

Tardiness To School

Students should report to class before the Warning Bell rings at 7:23 a.m.

Planned Absence from School

Students planning an absence from school, for whatever reason, must first fill out a planned absence form. These forms are available in the office and require the signature of the principal.

Field Trip/Activity Eligibility

Students who want to be eligible to participate in school sponsored field trips or activities shall show regular attendance patterns to school. Unexcused absences may result in a student not being eligible to attend school sponsored field trips or activities. Also, students who have a record of disciplinary action may not be eligible to attend field trips or activities.

Make-Up Work After An Absence

All work missed as a result of a student's absence, excused or unexcused, must be made up. The amount of time allowed for make-up work assignments will be equal to the amount of time absent from school. For example, if a student misses two (2) consecutive days of school, they will have two (2) consecutive days to make up for any work missed. A student who does not complete make-up work in the time allotted will not be given additional time to complete the work. Students with unexcused absences will earn a zero on all work missed during their unexcused absence. In addition, students will receive a zero on all work missed during their out-of-school suspension.

Late Work Policy: All students are required to turn in all work assigned in each class the day it is due. Any student wishing to turn in a late assignment will have one (1) day to submit work for fifty percent (50%) of the grade earned. Any work submitted after one day will result in a zero on that assignment.

Early Dismissal

State law requires that students be in attendance each day unless they are ill, have a legal obligation or medical appointment, or have an emergency situation that requires their dismissal from school.
Students will not be excused to go to lunch, unless they are accompanied by their parents; nor will they be excused for work, unless they are in the vocational work program; and certainly will not, for example, be excused for hair appointments, or because they have study hall scheduled during a period.

It is our policy to work with parents on the issue of early dismissals. If it is necessary for your son or daughter to leave school early, they must have a note signed by their parent or guardian stating the reason for their dismissal and the time for the early dismissal, or the parent/guardian must contact the high school office at 330-824-2581.

Early Dismissal *(cont.)*

This note must be turned in to the attendance office when they report to school in the morning. All early dismissals will be counted towards the maximum number of unexcused absences allowed unless they are verified by a medical excuse. If the parent/guardian is unable to send the child to school with a note due to extenuating circumstances, the parent/guardian must telephone the school and provide the above-stated information. TEXT MESSAGES FROM PARENTS/GUARDIANS WILL NOT BE ACCEPTED.

Attendance will be determined based on times provided by classroom teachers.

Appeals

Parents or students who feel that justifiable cause exists to extend the number of days allowable for an absence must file an appeal with the school attendance officer. Students will be allowed five (5) school days to appeal a failure, or challenge an unexcused absence after receiving notification from the school officials.

Falsification of Information

Any student who is found falsifying in writing the name of another person; falsifying times, dates, grades, addresses, or other data on school forms; or correspondence directed to the school will be subject to severe disciplinary action.

ONLY PARENTS/GUARDIANS ARE PERMITTED TO SIGN SCHOOL RELATED NOTES AND FORMS.

Participation in Activities Outside of School Hours

Students must be in attendance at school (arrive by 9:30 a.m. and remain in school until 1:00 p.m.) on the day of a school sponsored event in order to participate in the event (athletics, plays, prom, dances, etc.) unless excused by a physician. This includes practice sessions.

If the nurse or the office excuses a student during the day because of illness and the student is sent home, the student will not be permitted to participate in practice or other events.

Students who are not involved in supervised extracurricular activities are to leave the building by 2:25 p.m. each day. The school is NOT responsible for students left unattended after regular school hours. (For example, missing the bus, or remaining after school for a practice/game that occurs later in the day.)

CODE OF CONDUCT

History and research contends education and learning takes place in an orderly and structured environment. Each student has a responsibility to conduct themselves in an appropriate fashion, respecting the rights of their fellow students. It is the responsibility of the school staff and administration to provide a safe and orderly learning environment.
Discipline is within the sound discretion of the Lordstown Local Schools Staff and Administration. Due process ensures that disciplinary action is imposed only after a review of the facts and/or special circumstances of the situation.

All violations of the Student Code of Conduct will fall under the category of either a Minor Misconduct violation or a Major Misconduct violation.

MINOR MISCONDUCT CODE

To maintain the orderly administration of the school, minor infractions (Example: tardiness, classroom disturbance, etc.) of school discipline will be handled by the classroom teacher and/or the principal in a summary fashion through the use of the Board adopted Teacher Detention program or Saturday Detention. Discipline will be based on accumulation and the severity will be determined by the number of offenses and the discretion of the principal.

MINOR MISCONDUCT

THE NATURE OF MINOR MISCONDUCT, INCLUDED BUT NOT LIMITED TO:

- Assembly disturbance
- Cafeteria disturbance
- Passing/writing obscene materials
- Profanity
- Public displays of affection
- Minor classroom disruption
- Dress code violation

DISCIPLINARY ACTION FOR MINOR MISCONDUCT

- 1st Offense: Warning
- 2nd Offense: 1 detention
- 3rd Offense: 2 detentions/Parent Contact
- 4th Offense: Office Referral and Saturday detention
- 5th Offense: 3rd Level Major Misconduct
- 6th Offense: 4th Level Major Misconduct
- 7th Offense: 5th Level Major Misconduct
- 8th Offense: 6th Level Major Misconduct

MAJOR MISCONDUCT CODE

The following is a general guideline that will be followed in an attempt to resolve discipline problems for Major Misconduct violations. It is not possible to list every form of misbehavior and the corresponding consequence that will follow. The final decision in determining whether the consequence will be a Saturday detention or an Out-Of-School Suspension shall be the discretion of the building principal. Out-Of-School Suspension results in loss of partial credit for the time missed. Students will receive partial credit for make-up work.

MAJOR MISCONDUCT

THE NATURE OF MAJOR MISCONDUCT, INCLUDED BUT NOT LIMITED TO:

- Being in an unauthorized area
- Disruption of school
- Disruption while riding the bus
- Extreme profanity
- Leaving school grounds without permission
- Possession of tobacco products (including chewing tobacco and any simulated tobacco product, including lighters, matches, pipes, rolling papers, e-cigarettes, Juuls, and/or any other forms of smoking vapor).
- Refusal to accept disciplinary action/failure to comply with directions (Failure to serve detentions)
- Pushing, shoving, etc.
- Disrespect to teachers and staff
- Vandalism and theft
- Forgery

MAJOR MISCONDUCT *(cont.)*

- Possession, use, attempting to distribute, or being under the influence of drugs or alcohol (See Substance Abuse Policy)
- Possession or use of a firearm or weapon (See Dangerous Weapons Policy)
- Harassment, bullying, verbally or physically assaulting or threatening through the use of verbal and/or written language, or through the use of gestures, any student and/or staff member. This includes any action that creates fear, distress, intimidation, injury, which includes mental and/or physical harm that creates a hostile educational environment. This shall include harassment of a sexual, ethnic, racial, disability, religious, etc nature and all forms of cyberbullying.
- Taking part in an unauthorized student demonstration, walk out, sit in, etc.
- Students shall not participate in any activity that may incite panic, such as activating the fire alarm, false 911 calls, bomb threats, etc.

DISCIPLINARY ACTION FOR MAJOR MISCONDUCT
(discipline is at the discretion of Building Principal)

- 1st Offense: Three (3) detentions or Saturday detention
- 2nd Offense: Two (2) Saturday detentions or 3 days Out-Of-School Suspension
- 3rd Offense: Three (3) Saturday detentions or 3 days Out-Of-School Suspension
- 4th Offense: Five (5) days Out-Of-School Suspension
- 5th Offense: Ten (10) days Out-Of-School Suspension
- 6th Offense: Recommendation for expulsion/referral to Juvenile Court

CHRONIC MISCONDUCT CODE

1. After a student has received five (5) days of Saturday detention, the next referral can result in Out-Of-School Suspension.
2. Students who refuse to accept school discipline are subject to Out-Of-School Suspension. Repeated instances will result in a recommendation for expulsion from school.
3. Students suspended more than three (3) times from school will receive written notice that further suspensions may result in expulsion from school.
4. Under Ohio law, expulsion may go from one school year to the next.
5. PERMANENT EXPULSION: When a student, 16 years of age or older, is being considered for permanent expulsion, it is possible that he/she may never be permitted to return to school anywhere in the state of Ohio. A permanent expulsion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes on the property of any Ohio school:

- Any possession or involvement with a deadly weapon
- Drug trafficking
- Murder/manslaughter
- Sexual offense
- Complicity in any of the above mentioned items

SUBSTANCE ABUSE POLICY

The High School, in accordance with the Lordstown Local Substance Abuse Policy, has adopted the following procedure:

A student shall not possess, use, conceal, consume, or show evidence of being under the influence of any narcotic drug, counterfeit/look alike substance, hallucinogenic drugs, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind:

- On the school grounds before or immediately after school hours;
- On the school grounds at any other time when the school is being used by any school group;
- Off school grounds at a school activity, function or event;
- Other than use of a drug authorized for that student by a medical prescription from a registered physician which has been registered and deposited with a school official or at any other time the student is within school district jurisdiction.

SUBSTANCE ABUSE POLICY *(CONT.)*

Failure to obey the rules outlined above will result in the following discipline:

- First Offense: (Other than selling a controlled substance) Will receive a 10 day Out-Of-School suspension.
- Second Offense: Recommendation for expulsion.

Students who are caught selling drugs will be referred for expulsion after the first offense.

DANGEROUS WEAPONS POLICY

FEDERAL LAW REQUIRES THAT ANY STUDENT WHO BRINGS A FIREARM ON SCHOOL PROPERTY IS TO BE EXPELLED FROM SCHOOL FOR A PERIOD OF ONE (1) YEAR.

A firearm, under the Federal Law is defined as:

- Any weapon (including a starter gun) which will, or is designed to, or may be readily covered, to expel a projectile by action of an explosive.
- The frame or revolver of any such weapon.
- Any firearm muffler or firearm silencer.
- Any destructive device, not including an antique.

If a student brings a firearm or weapon {i.e. a knife or similar device} onto school property, in a school vehicle, or to any school-sponsored activity, he/she may be expelled from school for a period of one calendar year.

ASSAULT AND/OR FIGHTING POLICY

Assault is defined as engaging in aggressive physical contact with another person, threatening serious harm to another person, or engaging in violent or turbulent behavior. Consequences for assault on any person, including a staff member, student, or private citizen, during school hours will result in the following disciplinary action:

Assault on a School Employee

- First Offense: Expulsion

Fighting

- First Offense: 2-3 day Out-Of-School Suspension
- Second Offense: 5 day Out-Of-School Suspension
- Third Offense: 10 day Out-Of-School Suspension or Expulsion

CHEATING

When a student is charged with having committed an act of cheating, the teacher shall collect the student's paper, mark a zero for the work and notify the parent and the building principal immediately as to the action taken. A second offense shall result in a failing grade for the nine weeks in the particular subject.

ACADEMIC INTEGRITY/ARTIFICIAL INTELLIGENCE

Absent permission for the student's classroom teacher, a student who uses or otherwise solicits information from Artificial Intelligence in the completion of a classroom assignment/work will receive a zero for the assignment. Further, an offense of improper use of Artificial Intelligence may be addressed with disciplinary consequences in addition to receiving a zero for the assignment.

PLAGIARISM

Plagiarism is the act of passing off as one's own the ideas, words, images or writings of another. (The word "text" refers to ideas, words, images, writings, etc.)
Acts of plagiarism include but are not limited to the following (without acknowledgment or proper citation):

1. Copying and pasting text from online media or website
2. Copying text from any printed material (books, magazines, newspapers, etc.)
3. Rewording or altering text and claiming as your own
4. Using photo, video, audio without proper copyright permission or attribution
5. Using the work of or collaborating with another student, a family member, or any outside party without teacher permission
6. Purchasing or obtaining pre-written work from any individual or commercial source
7. Obtaining a translation from any individual or commercial source, including online translation services
8. Using an essay that was written for another class/purpose without both teachers' permission
9. Enabling another student to commit any of the above acts.

The above applies to all kinds of academic work including, but not limited to: essays, exams [quizzes, tests], homework, other assignments, computer programs, music scores, web pages, choreography, graphical depictions and/or visual representations.

CONSEQUENCES:

- 1st offense: Student receives zero "0" on assignment and communication with parent
- 2nd offense: Student receives zero "0" on assignment; student fails class for the quarter; communication with parent.

Future offenses shall result in failure for the course and further disciplinary actions. Students also should be aware that a cheating/plagiarism offense may negatively affect National Honor Society consideration and participation in extracurricular activities. Any student already a member of the National Honor Society may be dismissed from the organization if caught cheating/plagiarizing.

STUDENT CONDUCT AWAY FROM BUT ASSOCIATED WITH SCHOOL

This code of conduct applies while students are under the authority of school personnel or involved in any school activity. This includes, but is not limited to, school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, field trips, or other school activities or programs. In addition, this code of conduct includes:

- Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property.
- Misconduct by a student that, regardless of where it occurs, is directed at a district official or an employee, or the property of an official or employee.

ANTI-HAZING POLICY

No administrator, faculty member, or other employee of the school district shall encourage, permit, condone or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as committing any act of coercing another, including the victim, to do any act of intimidation onto any student or other organization that causes or creates a substantial risk of mental or physical harm to any person. This includes forms of initiation that causes mental or physical harm, regardless of how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property, but connected to activities or incidents that have occurred on school property.

Students, and all employees who fail to abide by this policy shall be subject to disciplinary action according to the Major Misconduct Code, and may be liable for civil and criminal penalties in accordance with Ohio law.

PROHIBITION OF HARASSMENT AND/OR AGGRESSIVE BEHAVIOR (INCLUDING BULLYING/CYBER-BULLYING)

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyber-bullying) toward a student, teacher, staff member, or coach, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This policy applies to all activities in the District, including activities on school property or while on route to or from school and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, on a school bus or where an employee is engaged in school business.

This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Bullying is defined as "Pervasive or persistent hurtful acts directed at another student that have taken place at school, while traveling to or from school, during school activities, or while off-campus, that have caused, or can reasonably be forecast to cause, distress resulting in a significant interference with the ability of the student to receive an education or participate in school activities. This includes electronic acts."

HARASSMENT/AGGRESSIVE BEHAVIOR *(cont.)*

NOTE: "ELECTRONIC ACT" means an act committed through the use of a cellular phone, computer, pager, personal communication device or other electronic means (including social media: Facebook, Twitter, Instagram, etc.) Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and 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(s).

Cyberbullying is defined as using the Internet, computer, pagers, cell phones or other electronic devices for the purpose of harassing, threatening, embarrassing, or otherwise hurting another person.

Cyber threat is defined as the electronic communication of direct threats or distressing material online that appears to be a direct imminent threat or that provides strong clues about potential for violence or suicide.

Cyberstalking is defined as to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving a legitimate purpose.

HARASSMENT/AGGRESSIVE BEHAVIOR *(cont.)*

Students are expected to immediately report incidents of bullying to the principal, a teacher, or other staff member. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

If the complainant student, or the parent of the student, feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Conduct constituting harassment may take different forms, including, but not limited to, the following:

Sexual Harassment

1. Verbal: The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to, or by, a fellow student, staff member, or other person associated with the District, or third parties (visiting speaker, athletic team member, volunteer, parent, etc.).
2. Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to, or by, a fellow student, staff member, or other person associated with the District, or third parties.
3. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including pinching, brushing the body, or coerced sexual activity, with or by a fellow student, staff member, or other person associated with the District, or third parties.
4. Dating Relationship: Harassment and/or violence in a dating relationship is a form of harassment as described above and is subject to the anti-bullying/harassment policies approved herein.

HARASSMENT/AGGRESSIVE BEHAVIOR *(cont.)*

Gender/Ethnic/Religious/Disability/Height/Weight Harassment

Verbal:

• Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward or by a fellow student, staff member, or other person

• associated with the District, or third parties.

• Conducting a "campaign of silence" toward or by a fellow student, staff member, or other person associated with the District, or third parties by refusing to have any form of social interaction with the person.

2. Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward, or by, a fellow student, staff member or other person associated with the District, or third parties.

3. Physical: Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting on, or by, a fellow student, staff member, or other person associated with the District, or third parties.

PROCEDURES TO REPORT BULLYING/HARASSMENT

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal. The student also may report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent.

Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action. Upon any harassment/bullying incidents reported by student(s), staff, administrator(s) and/or parent(s) the reporting party must complete a Lordstown High School Harassment and Bullying Prevention and Intervention Reporting Form to constitute an investigation.

Students, parents/guardians, and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses.

REPORTING BULLYING/HARASSMENT *(cont.)*

A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Students who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

INVESTIGATIONS

An investigation will take place as soon as possible. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such a report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position. Individuals also may be referred to law enforcement officials.

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

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the student's parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such a student, a description of such discipline shall be included in the notification. Consequences for any instances of harassment, intimidation and/or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences for a student found to have wrongfully and intentionally accused another of harassment, intimidation and/or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

REPORTING BULLYING/HARASSMENT *(cont.)*

If the harassment/bullying incident is found to have taken place through administrator investigation, which includes interviews of the reporting party, the alleged aggressor, and appropriate witnesses, the following discipline will be enacted:

- **1st offense: 3 Days Out of School Suspension**
  The discipline will be reduced to one day Out-Of-School suspension with two Saturday detentions if within two to three days the student and his/her parents meet with a representative of the School Administration and/or Guidance Department and agree to attend Bullying Prevention Courses offered by the Trumbull Student Assistance Consortium (TSAC) through the Trumbull County Educational Service Center.

- **2nd offense: 5 Days Out of School Suspension**
  The discipline will be reduced to three days Out-Of-School suspension with two Saturday detentions if within three to five days the student and his/her parents meet with a representative of the School Administration and/or Guidance Department and agree to attend Bullying Prevention Courses offered by the Trumbull Student Assistance Consortium (TSAC) through the Trumbull County Educational Service Center.

- **3rd offense: 5-10 Days Out of School Suspension or Recommendation for Expulsion to the Superintendent**

***** For additional information concerning the district's anti-harassment/bullying policy, please reference Board Policy 5517 and Administrative Guideline 5517.01, which may be accessed using the district website.***

RETALIATION

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District website (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.At least annually, the Superintendent should make available to students and parents an explanation of the seriousness of cyberbullying and annually issue a written anti-bullying policy statement to be sent home to parents.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to the public children's services agency in accordance with Ohio law.District personnel shall cooperate with investigations by such agencies.

CHILD ABUSE/NEGLECT REPORTING

State law requires that all suspected cases of child abuse must be reported to the appropriate agency. The public children's services agency, Mahoning County Children Services, is called as soon as the child is suspected of being abused or neglected. Recent law indicates that the initial person who suspects a problem shall initiate the call to the above agency. Parents who suspect child abuse or neglect also are obligated to report to the public children's services agency. Anonymity is maintained for individuals who report child abuse or neglect.

Emergency Removal

Classroom: A teacher may remove a student from class for up to twenty-four hours (24) for any severe disruptive behavior. The student will report directly to the Principal's Office. The parent or guardian will be notified of the incident and disciplinary measures shall be taken.

School Building: If the student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process or atmosphere of the school, the superintendent, principal or principal's designee may remove or cause to be removed the student from the premises - or extra-curricular activities - without advance notice to the parent or guardian.

DISCIPLINE AND ATHLETIC ELIGIBILITY

Students who are assigned After-School detention will not be excused from detention for the purpose of practice or to participate in extracurricular activity.

Any student who is assigned Saturday Detention will not be permitted to practice or participate beginning on the Monday following the day that he has served Saturday detention. A student will miss as many days as they are assigned Saturday detentions.

Any student who is suspended from school will not be permitted to practice or participate on the days that he/she is suspended from school.

AFTER-SCHOOL DETENTION

Students who are cited by teachers for minor school infractions will be assigned to the After-School detention program. Any disruptive conduct which materially and substantially interferes with the educational process may result in disciplinary action. The program will be held from 2:20 p.m. to 3:15 p.m. in a room to be determined. Students may be assigned for one, two, or three days.

Students who are tardy to detention shall be assigned detention for the following school day. Students who skip detention will be assigned an additional detention. Students who do not report after warning will be assigned either Saturday detention or suspended from school.

This decision will be made by the high school principal.

The following is the manner in which detention will function:

1. Detention will be held in a room to be determined.
2. Detention starts at 2:20 p.m. Be on time! You will not be allowed to enter detention if you arrive late.
3. Those assigned detention will sit in seats assigned by the supervising teacher.
4. Those assigned detentions will enter the room quietly, not talking, and will continue to be silent until dismissed.
5. Students are expected to bring suitable school material and work quietly for the duration of the period.
6. The detention hall supervisor will dismiss those assigned detentions at 3:15 p.m.
7. Please remind your parents the day of your detention to be here at 3:05 p.m. as the office phone may not be used to contact them.

AFTER-SCHOOL DETENTION *(CONT.)*

8. If for some unforeseen reason you are unable to attend detention, you must have a note signed from your parent stating the reason. This note must be given to the Principal before school on the morning you have detention. Students will not be excused for after-school meetings or athletic practices or contests. Phone calls from parents will be accepted if they are received prior to the assigned time of detention.
9. If you are absent the day you have been assigned detention, or if school is dismissed early, or not in session, it is your responsibility to attend detention the first day it is in session upon your return to school.
10. There is no talking, sleeping or permission to leave the detention room.
11. Any student in violation of the above rules will be assigned further discipline by the school principal. This can be either Saturday detention or out of school suspension.

SATURDAY DETENTION

• Saturday detention will operate on Saturdays from 7:30 a.m. to 11:30 a.m. Doors open at 7:25 a.m.
• Saturday detention will be assigned by the building administrator.
• Students who refuse to serve Saturday will be suspended from school.
• Students who are absent from Saturday detention must present an excuse, signed by their parents, on the following Monday to the building principal. Students who have an excuse will be assigned a make-up Saturday. Subsequent absences will require a signed statement by a doctor.
• Students who do not have an excused absence for a particular Saturday will be assigned an additional Saturday or be suspended from school: this decision will be made by the building administrator. Any further unexcused absences from detention will result in suspension from school. The length of the suspension will be at the discretion of the principal.
• Students are expected to remain occupied with activity for the length of the Saturday program. No talking, sleeping, radios or headsets are permitted.

SATURDAY DETENTION *(cont.)*

• A ten-minute break will be scheduled for students at the discretion of the detention supervisor.
• **Students who are tardy by less than 5 minutes will make up the time during the break provided the students. Students who are more than 5 minutes late (7:35 a.m.) will not be admitted.** Students will be required to serve the Saturday detention, and may receive additional consequences, including but not limited to community service, for failing to attend.
• Students will adhere to the rules established for Saturday detention. Failure to follow these guidelines will result in dismissal and subsequent disciplinary action.

HALL PASS SLIPS/TARDIES TO CLASS

A student leaving a classroom must carry a hall pass. Students must show this pass to any teacher or school official upon request. Students who are in the hallway without a pass are subject to receiving detention.
Students are expected to be in class when the bell rings.

Tardies to class will result in the following consequences:
1st Offense: Warning will be issued.
2nd Offense: One (1) detention will be issued.
3rd Offense: Two (2) detentions will be issued.
4th Offense: 1 Saturday detention will be issued.
5th Offense: 2 Saturday detentions will be issued.
6th Offense: Out-Of-School Suspension will be issued

STUDY HALLS

Study halls are to be used for homework/reading/studying. Therefore, the following rules must be followed while in study hall:

- Students are to be in their assigned seats at the beginning of the period.
- Students are to bring enough work with them to last the entire period.
- There is to be NO TALKING without permission of the study hall teacher.
- Students may go to the office, the guidance office, or the restroom after attendance has been taken and proper authorization is received from the study hall teacher.
- Only one (1) student at a time will be released from study hall to go to the above mentioned areas.

STUDENT RELATIONSHIPS

Public displays of affection will not be tolerated during the school day or at school sponsored functions/ activities in which the student(s) is/are participants. Any infraction will result in disciplinary action according to the Minor Misconduct Code. All staff members are at any time during school to insist that students refrain from public displays of affection.

DRIVING AND PARKING PRIVILEGES

The parking lot is the property of the Lordstown Local Board of Education. School rules and the Code of Conduct are in effect for students who are in the parking lot before, during, and after school. The following regulations are set forth in the best interest of all students. The privilege of parking and/or driving on the campus may be withdrawn from any student who violates any of these regulations.

1. Students may park only in the designated areas provided for student parking (students are not permitted to park in the first row).
2. Campus speed shall not be in excess to 10 mph.
3. Unattended cars must be locked.
4. Students are not permitted in cars in the parking area during the day without office approval.
5. Students who drive their cars in an unsafe manner will lose the privilege of parking on school grounds.

DRIVING/PARKING *(cont.)*

6. Students who drive to school are expected to leave their cars and to enter the building at 7:20 a.m. No loitering in cars will be permitted.
7. All student vehicles are to display a parking permit, which will be issued from the office.
8. The parking lot and all vehicles parked in it is subject to search by school administrators, K-9 and police officers at any time.
9. The parking lot is subject to video surveillance at any time.

DRESS CODE

Lordstown High School believes that good grooming, proper attire and personal hygiene contribute to a positive learning environment. While all Lordstown students are preparing for college and career readiness, student attire should be in alignment with students' college and career goals; the promotion of positive school, community, and family ties; as well as the health, safety, and welfare of all students. It is impossible to cite every possible dress code violation. In general, clothing that serves to distract from the learning environment is not acceptable.

We anticipate that we will have the cooperation of both the students and parents in complying with the provisions of our dress code. Students are expected to dress appropriately at all times. Any fashion (dress, accessory or hairstyle) that disrupts the educational process or represents a safety risk will not be permitted. The dress code for Lordstown is in line with policies which exist in other schools in Trumbull County.

Students may be isolated, or sent home until proper attire is provided.

DRESS CODE (CONT.)

The building principal in consultation with the dress code committee will make the final decisions. Nonetheless, students should consider the following questions when dressing for school:

- Does my clothing expose too much? (Answer should be “no”)
- Does my clothing advertise something that is prohibited to minors? (Answer should be “no”)
- Are there obscene, profane, drug-related, gang-related or inflammatory messages on my clothing? (Answer should be “no”)
- Am I dressed appropriately for the weather? (Yes)
- Do I feel comfortable with my appearance? (Yes)

The following are examples of attire that are unfit for school:

Pants, shirts, shorts, skirts, and dresses: Students must recognize that brief and/or revealing clothing is not appropriate in school. The following guidelines on clothing are examples, and DO NOT cover all situations. Students shall not wear muscle tops, tank tops, halter tops, garments with spaghetti straps, or strapless garments. Garments that are “see through”, low-cut, or expose one’s midriff are not acceptable.

Sleeveless garments must extend to the end of the shoulder and fit closely under the arms. Skirts must be loose-fitting and must not be shorter than four (4) inches above the knee. Students shall not wear pants that, when fastened, sag or fit below the waist. Regardless of whether or not skin is showing, holes above the knee are not permitted. Students are not permitted to wear pajama bottoms. All pants must fit around the waist and be properly fastened. Wearing bottoms which expose skin or undergarments is strictly prohibited. Spandex, Lycra, bathing suits and biker shorts are prohibited. Yoga pants, jeggings, leggings and stretch pants may be worn with a shirt that is fingertip length.

DRESS CODE *(cont.)*

Clothing with Messages: Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, libelous, or portray a double meaning; that denigrates others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability in violation of our anti-harassment, bullying and intimidation policy; that promote alcohol or drug use, cigarettes, vaping, or violence; or that are otherwise contrary to the school's educational mission.

Blankets: Blankets shall not be worn inside the school building.

Shoes: Sandals, flip flops, and slides may not be worn in gym, industrial arts, or lab classes. Shoes with wheels are strictly prohibited.

Accessories: Sunglasses, unless medically prescribed by a doctor and accompanied by a written statement, are prohibited in school. Wallets with chains, spiked jewelry, dog collars, or any item or garment which poses a safety risk are prohibited.

Dress at all school sponsored events and activities shall be at the discretion of the activity sponsor and/or building principal. However, generally school dress is required when attending all school related activities.

Those students in violation of the dress code will be required to wear apparel that will be provided to them by the school principal.

THE BUILDING PRINCIPAL HAS FINAL DECISION-MAKING AUTHORITY ON INTERPRETATION AND IMPLEMENTATION OF THE DRESS CODE.

Ohio's Cell Phones in Schools Model Policy

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board of Education of **[insert name of school district]** has determined the use of cell phones by students during school hours should be limited.

The objective of this policy is to strengthen **[school district]**'s focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

I. Research

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

II. Applicability

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

III. Use of cell phones

Students are prohibited from using cell phones at all times.

IV. Exception

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

A student may use a cell phone to monitor or address a health concern.

V. Cell phone storage

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

VI. Discipline

If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures (check all that apply):

[ ] Give the student a verbal warning and require the student to store the student's cell phone in accordance with this policy.

[ ] Securely store the student's cell phone in a teacher- or administrator-controlled locker, bin, or drawer for the duration of the class or period.

[ ] Place the student's cell phone in the school's central office for the remainder of the school day.

Ohio Department of Education & Workforce

Lordstown Local School
2026-2027 School Calendar

August '26				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September '26				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October '26				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November '26				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December '26				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January '27				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February '27				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March '27				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April '27				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May '27				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June '27				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

July '27				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- Teacher Work Day- No Students
- First and Last Day for Students
- No School
- End of 9 Wks. No School for Students-Staff Remote Work Day
- 2 Hr. Early Release/Parent Teacher Conference
- 2 Hour Early release
- No School For Students- Teacher PD Day

Graduation: May 30, 2027

#LORDSTOWNSTRONG

LORDSTOWN LOCAL SCHOOLS