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# LIBERTY CENTER MIDDLE SCHOOL

100 Tiger Trail

LIBERTY CENTER, OHIO 43532

(419) 533-0020



## STUDENT HANDBOOK

### 2022-2023

#### General Contact Information

##### Administration

Kyle Storrer, Principal

Richie Peters, Superintendent

##### Ext.

5301

6000

##### Guidance

##### Ext.

5302

#### Important Numbers :

Attendance Line	419-533-0020, Option 1
Athletic Office:	419-533-6404
Central Office:	419-533-5011
Transportation:	419-533-5031
Fax:	419-533-6108

District Website: <http://www.libertycenter.k12.oh.us/>

LCMS Website: [http://www.libertycenter.k12.oh.us/schools/middle\\_school](http://www.libertycenter.k12.oh.us/schools/middle_school)

## **Table of Contents**

Board of Education	3	Tobacco/Smoking/Vaping	17
School Calendar	4	Student Behavior	17
<b>DISTRICT INFORMATION</b>	5	Technology	19
Delays and Cancellations	5	School Bus Conduct	20
Visitors	5	Dress Code	21
Arrivals and Departures	5	Book Bags	22
Emergency Drills	6	Drugs	22
Open Enrollment	6	Dangerous Weapons	23
School Messenger	6	Electronic Devices	24
Fees	6	<b>GENERAL INFORMATION</b>	25
Transportation	6	Hall Passes	25
Child Custody	7	Field Trips	25
Student Withdrawal	7	Homework Request	25
Attendance and Tardy	7	School Property	25
Vacation	9	Recess Expectations	25
Leaving the Building	9	Textbooks	27
Directory Information	9	Lockers / Personal Property	27
FERPA Rights	9	Lost and Found	27
<b>LUNCH PROCEDURES</b>	10	Media Permission	27
Cafeteria/Auditeria	10	Nondiscrimination Policy	27
Lunch Money / Fees	10	Students Posters/Signs	27
Free Lunch Program	11	Student Fundraising/Sales	28
<b>HEALTH SERVICES</b>	11	Academic Integrity	28
Immunization	11	National Junior Honor Society	28
Illness	11	Dances	29
Medication	11	<b>GUIDANCE SERVICES</b>	29
Illness / Accidents	12	Schedule Changes	29
Head Lice	12	Grade Scale	29
<b>ABSENCES PROCEDURES</b>	12	Report Cards	29
Reporting Absence	13	Honor Roll	30
Excuses Absence	13	Grade Appeals	30
Unexcused Absence	14	Credit Flexibility	30
<b>STUDENT DISCIPLINE</b>	14	Section 504	30
Detention	15	Incomplete Grades	31
Suspension	15	Retention Policy	31
Expulsion	15	College Credit Plus	31
Fighting	16	<b>ATHLETICS</b>	31
Insubordination	16	Athletic Eligibility	31
Bullying Prohibition	16	Prohibition from Extracurricular	32

The staff of Liberty Center Middle School welcomes you and hopes that while here you will have a rewarding educational experience. This handbook is provided to you and your parent/guardian to better understand the school rules, policies and procedures. *As a student at L.C.M.S., **YOU** are responsible for all the rules and regulations in any and all parts of the handbook.* As a student of LCMS **YOU** share the responsibility, along with teachers and classmates, for maintaining a proper learning environment within the classroom and school. In return, you may expect the L.C.M.S. staff to provide an environment that will enable you to work toward your educational goals. As a student at L.C.M.S. you will be expected to do the following:

1. Cooperate with ALL school personnel, follow their instructions and accept their guidance.
2. Show respect for yourself and others and behave in a responsible manner in the classroom, hall, on the grounds, the bus, or whenever under teacher supervision.
3. Recognize that the teacher is the final authority in the classroom and that an act of disobedience or insubordination is a serious act of misconduct and will not be tolerated.
4. Attend class daily. Be on time. Be prepared for class with the proper materials, complete assignments, and be dressed appropriately for class activities.
5. Pay school fees and fines.

Success takes hard work, cooperation, and dedication. Your success is important to all of us! We are here to assist you. Best wishes for a very successful year.

Educationally yours,  
Mr. Storrer and L.C.M.S. Staff

## **BOARD OF EDUCATION**

**The Board of Education plays a most important role in the educational program. The degree of excellence of the educational program in a given community is determined to a great extent by this community-elected group. The people in the community look to them for leadership and service in the development and maintenance of the type of educational program that will best serve the community and the children.**

All meetings of the Board of Education are open to the public and residents are invited and encouraged to attend these meetings.

## **MEMBERS OF THE BOARD OF EDUCATION**

<b>President: Neal Carter</b>	<a href="mailto:ncarter@libertycenterschools.org">ncarter@libertycenterschools.org</a>
<b>Jeff Benson</b>	<a href="mailto:jbenson@libertycenterschools.org">jbenson@libertycenterschools.org</a>
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<b>Andi Zacharias</b>	<a href="mailto:azacharias@libertycenterschools.org">azacharias@libertycenterschools.org</a>

## **2022-2023 SCHOOL CALENDAR**

Wednesday, August 24

First Day of School

Monday, September 5

Labor Day (no school)

Wednesday, September 14	2-Hour Delay - Staff PD
Monday, October 10	No School - (Teacher work day)
Friday, October 28	End of 1 <sup>st</sup> Nine Weeks
Thursday, November 10	Evening P/T Conferences
Friday, November 11	NO SCHOOL - Morning P/T
Wednesday, November 23 – 25	NO SCHOOL – Thanksgiving Break
Wednesday, December 14	2-Hour Delay - Staff PD
Thursday, Dec. 22 – 31	NO SCHOOL – Winter Break
Wednesday, January 4	School Resumes
Friday, January 13	End of 2 <sup>nd</sup> Nine Weeks
Monday, January 16	No School – M.L.K. Jr. Day
Wednesday, February 8	2-Hour Delay - Staff PD
Monday, February 20	No School - (Teacher work day)
Friday, March 17	End of 3 <sup>rd</sup> Nine Weeks
Thursday, April 6-10	NO SCHOOL
Wednesday, May 10	2-Hour Delay - Staff PD
Thursday, May 25	End of 4 <sup>th</sup> Nine Weeks
Sunday, May 28	Commencement

## **GENERAL DISTRICT GUIDELINES**

The following guidelines are to assist you and your parents/guardians in understanding the operation, expectations and procedures at LCMS. The administration reserves the right to determine or revise any guidelines or rules covered in the following pages for and in the best interest of students.

### **DELAYS / CANCELLATIONS**

Listen to local radio or TV stations for announcements of delays or cancellations. If it has been decided to cancel or delay school, the announcement will be made on the following radio and TV stations. We will also use the "School Messenger" system.

<b>Radio</b>		<b>TV</b>
WDFM - DEFIANCE	FM 98.1	WTOL - CHANNEL 11
WNDH - NAPOLEON	FM 103.1	WTVG - CHANNEL 13
WMTR - ARCHBOLD	FM 96.1	
WONW - DEFIANCE	AM 1280	
WMHE - TOLEDO	FM 92.5	
WSPD - TOLEDO	AM 1370	

### **SCHOOL VISITORS**

To maintain a safe and secure school and academic environment, we ask that visitors follow these guidelines.

1. Visitors need to report to the middle school office.
2. Visitors need to be clear about their purpose for visiting, or whom they wish to see.
3. Student visitors from other schools are prohibited.
4. Appointments are recommended for meeting with teachers.

**The administration reserves the right to deny visitation to anyone.**

### **ARRIVAL / DEPARTURE**

You are encouraged not to arrive at school prior to 7:45 a.m. unless you ride a school bus or have a scheduled meeting. Students arriving before 7:50 a.m. must go to the auditoria. Students are NOT permitted to go to their locker before 7:50 a.m. Once a student has arrived at the school he/she is not permitted to leave without first receiving permission from the office. At the end of each school day, students are to leave school grounds at 3:00 p.m. (dismissal) unless they are involved in a school-related activity or under the direct supervision of school personnel.

### **Emergency Drills**

In order that students may know how to act quickly and without confusion in emergencies, fire, school safety and tornado drills are held at regular intervals throughout the school year. Teachers will give students instructions after school begins. These instructions must be followed carefully. All students in the building must leave during each fire drill and some school safety drills.

### **OPEN ENROLLMENT**

Students who are open enrolled must reapply each year beginning May 1. Forms for open enrollment can be obtained from the District office. Students who move out of the district during the year, and who wish to stay at Liberty Center Middle School, must open enroll at the time of the move. Please contact the district office for forms. All applications must be filed prior to June 15<sup>th</sup> to be considered for the next school year.

### **SCHOOL MESSENGER**

The "School Messenger" Parent Notification System will be used to alert families about upcoming events, weather delays, cancellations, absenteeism, lockdowns and/or relocations. Parents can sign up for messenger within PowerSchool.

### **FEES**

School fees should be paid in a timely manner. Fees will not be issued until after all schedule changes have been done (usually after 1<sup>st</sup> quarter). Fees must be paid in full for students to purchase Prom and Homecoming dance tickets.

### **TRANSPORTATION**

Once you have established a normal method of coming to school, this method should not be changed. If you ride a bus, you are expected to ride the assigned bus each day. **You are NOT permitted to ride home with a classmate unless you get a Bus Pass from the office.** (Notes are required from your parent/guardian for you to be allowed to go home with a classmate.) . **All notes relating to change of transportation must be given to the school office by 8:00 a.m.** The bus driver is in complete charge of you once you get on the bus. Students must ride the bus to and from extracurricular events. In cases of extenuating circumstances, a **Transportation Request Form** signed by the principal must be given to the coach/ advisor. Administration holds the right of discretion in granting permission/signing notes.

### **CHILD CUSTODY**

The staff and administration will rely on the most recent certified (court stamped) copy of any order or decision in the child's file regarding custody/allocation of parental rights.

### **STUDENT WITHDRAWAL OR TRANSFER**

If your family is changing its place of residence, be sure to notify the school office of your new address. All of your student's records will be transferred from the

present school directly to the school district to which you will be moving upon receipt of written request from the new school. Before leaving the school district, it will be necessary for you to get personal possessions on the last day from the school where your student has been in attendance as well as submit payment for any outstanding fees and to return school property. You must sign a release of records form when enrolling at your new school before we can forward any information to them.

## **ATTENDANCE & TARDIES**

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including, but not limited to:

1. Notification of student absence to the parent or guardian
2. Development and implementation of an absence intervention plan
3. Supportive services for students and families
4. Parent education and parenting programs
5. Counseling, Mediation and Intervention programs available through juvenile authorities
6. Referral for truancy

*The law defines:*

### **Excessive absences as**

- Absent 38 or more hours in one school month **with or without** a legitimate excuse
- Absent 65 or more hours in one school year **with or without** a legitimate excuse.

When a **student is excessively absent** from school, the following will occur:

1. The district will notify the student's parents in writing within 7 days of the triggering absence;
2. The student will meet with a school official to determine the cause of the excessive absence;
3. The district may refer the student and family to community resources as appropriate.

A "**habitual truant**" as someone

- Absent 30 or more consecutive hours **without** a legitimate excuse;
- Absent 42 or more hours in one school month **without** a legitimate excuse;



- Absent 72 or more hours in one school year **without** a legitimate excuse.

**When a student is habitually truant, the following will occur:**

Within 7 school days of the triggering absence, the district will do the following:

1. Select members of the absence intervention team;
2. Make 3 meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team.
3. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
4. Within 14 school days after the assignment of the team, the district will develop the student's absence intervention plan; and
5. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

**Students who are tardy will receive the following interventions:**

- After 3 tardies a student will receive a 1 hour after school detention to be served with the principal
- After 6 tardies a student will receive a 1 hour after school service project. Students may help with building cleanup or maintenance.
- After the 9th tardy, and every tardy thereafter, the student will receive a Friday School
- These interventions will be in addition to those required by law for absences.

**Failure to participate in the above required interventions will be considered insubordination and will result in students being removed from school or extracurricular activities.**

**Students may be allowed to make up work from any absence. It is up to the teacher and the student to negotiate a reasonable time frame for make up work.**

**VACATION**

If a family vacation is necessary, students will be allowed up to five days of excused absence for family vacations with their parents, provided prior notice is given by the principal, and the proper form is processed *prior* to the student's departure for vacation. All tests and quizzes shall be made up within three school days upon returning to school. The five day vacation time shall count as time absent in calculating the hours absent. Parents of students who are consistently over their allotted excused absences or who are in academic risk are discouraged from taking their child out of school for a vacation.

- It will be the student's responsibility to return the completed Vacation Form to the Office at least one day prior to the absence and to make arrangements for make-up work and/or tests missed.
- Failure to do all work and/or tests/projects may result in "0" credit to be computed in the pupil's current grading period average.
- Vacations may not be approved if it puts the student in jeopardy of attendance consequences.

### **LEAVING THE BUILDING**

Students are not to leave the building or school grounds for any reason without first receiving permission from office personnel. Parents wishing to take their child out of school early for an excused absence should send a note in the morning so that we can plan for the time off.

### **DIRECTORY INFORMATION**

Directory information includes the student's name, address, telephone listing and parents'/guardians' names. Upon receipt of the directory information form through the registration process, parents/guardians have three days to inform school officials if they wish to have their student's information excluded.

### **FERPA RIGHTS**

Parents have the right to inspect and review his or her child's education records, the right to seek to amend the records, the right to consent to disclosures of personally identifiable information from the records (except in certain circumstances) and the right to file a complaint with the Office regarding an alleged failure by a school to comply with FERPA: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave SW, Washington D.C. 20202-5920 Phone: 1-800-USA-LEARN (1-800-872-5327).

### **LUNCH PROCEDURES**

Lunch is served during one of the scheduled 30-minute lunch periods. The consumption of food is permitted in the Auditoria and per teacher discretion in the classroom. Students are not permitted to eat in any of the hallways. Students will not "cut" in line and will be respectful to other students and cafeteria employees. LCMS has a "closed" lunch period; therefore students are NOT permitted to leave the building for lunch, have visitors, or have food delivered, unless approved by the office.

### **CAFETERIA/ AUDITERA**

All students eat in the auditoria and **are highly encouraged to eat lunch. Parents are asked not to bring in restaurant food and no orders from restaurants will be accepted in the auditoria.** Detentions may be issued for violations of auditoria conduct.

**Listed below are auditoria rules:**

1. Enter and leave the auditoria in an orderly fashion.
2. If you are buying food, wait courteously in the appropriate line as directed by the supervisor. Cutting in line or saving a place in line is not permitted.
3. Food is not to be ordered and delivered to the school for lunch. Delivery people will be turned away from the school.
4. When you have obtained your food, please be seated and remain there. However, you may return for more food.
5. Food is to be eaten, not thrown.
6. Pop and energy drinks are not prohibited unless authorized by school staff.
7. No Electronic Devices allowed in the auditoria during lunch.
8. Common courtesy and good manners are always expected. Loud or rowdy behavior will not be tolerated. Each student is responsible for properly disposing of his or her tray, wrappings, containers, and leftover food, and for making sure that the tables, seats and floors in his or her area are clean.

**LUNCH MONIES**

Students must prepay for their lunches. No money will be collected at lunchtime. Money must be in a sealed envelope with the students name, grade and amount of money enclosed written on the outside of the envelope. Envelopes should be placed in one of the collection boxes in the hall or auditoria. Students must be responsible for bringing money or a lunch to school.

**FREE LUNCH PROGRAM**

Students who were on the free and reduced lunch program last year must reapply each year. Lunches must be provided by parents until notification of approval or denial is received. An application for each child must be completed and approved before he/she starts on the lunch program. Snack milk is not included in the free and reduced lunch program. If you are in need of free and reduced lunch forms, please request them from the office.

**HEALTH SERVICES**

In compliance with law, the Board of Education may require students to submit to periodic health examinations to: protect the school community from the spread of communicable disease; verify that each student's participation in health, safety and physical education courses meets his/her individual needs and/or verify that the learning potential of each child is not lessened by a remediable physical disability. Unless the physical examination or screening is permitted or required by an applicable State law, parents may refuse to allow the Board to administer a non emergency, invasive physical examination or screening upon written notification to the Board within fourteen (14) days after receipt of the Board's annual public notice.

### **IMMUNIZATIONS & HEALTH SCREENINGS**

All students are required by state law to have basic immunizations against diphtheria, tetanus, whooping cough, mumps, measles, rubella, and polio prior to entering school or they must have a medical waiver in the file. Immunization clinics are available at the Henry County Health Department (419)-599-5545.

Vision screenings are given to all 5<sup>th</sup> and 7<sup>th</sup> grade students. A postural screening exam, to detect possible spinal problems, may be given to all students in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades.

### **ILLNESS - MEDICATIONS**

If your child has a medical condition that affects his/her ability to participate in classroom activities, physical education, recess, or the school lunch program the school needs a written report or documentation from the physician specifying the medical condition, limitations, and treatment plan as pertains to school hours. This information is needed for the safety of your child so that our staff can accurately provide appropriate adjustments. The school nurse will be the point of contact to receive this documentation and work with staff.

### **MEDICATIONS**

If possible, all medication should be taken at home. If not possible, the parent/guardian shall fill out the Authorization for Medication or Treatment form available in the office. Medications will be given in accordance with administrative guidelines, board policy, and the Ohio Revised Code. All prescription or non-prescription medication that needs to be taken at school must be stored in the nurse's office in its original container with the student's name on container and taken in the presence of the nurse or office personnel. Proper paperwork and a doctor's signature are also required. By law students can carry an inhaler with them at school. However, students may not carry an inhaler and other emergency medication until the proper paperwork is on file in the nurse's office. Athletes who are required to have an inhaler must also file paperwork with the school nurse. All medication must be transported by a parent to and from school; this includes non-prescription medication.

## **ILLNESS & ACCIDENTS AT SCHOOL**

The clinic is provided for ill students. Students becoming ill during the school day should notify their teacher and then receive permission and a pass to the office. If there is a need to go home, a parent will be contacted. If proper procedure is not followed and the student leaves the school without checking out, or if the student remains in a restroom without notifying the office, the student may be considered truant. State Law requires all students will have an Emergency Medical Authorization Form completed by parents and on file in the office should an accident or emergency arises. This form is mandatory and will be included in the "Back to School" packet to be turned in the first week of school.

## **HEAD LICE**

Student's heads will be checked on an as needed basis. This may be requested by a parent, student, teacher, nurse, or school official. Children with lice (nits or bugs) will be sent home for treatment. Parents will be notified that a case has been found in their child's classroom. When the child returns to school, they must be accompanied by an adult and report to the school nurse. The nurse or her designee will check the student for any signs of a continued problem. Children must be nit free to return to school. If problems still exist, the child will be sent home again.

A child will be excused from school for no more than 48 hours with an initial head lice incident. Times missed past that deadline will be considered unexcused. If the problem persists, parents may be asked to produce evidence of treatment and/or cooperate with outside officials.

Repeated infestations may result in notification of Children Services and/or truancy officials.

## **POLICIES & PROCEDURES CONCERNING ATTENDANCE, ABSENCE, ENROLLMENT, & WITHDRAWAL ATTENDANCE PROCEDURES**

There is a positive correlation between a student's attendance and achievement. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study. The parent/guardian is responsible for permitting only those absences that can be excused under the recommendations of the State Department of Education and the policies of LCMS. One of the major aims of the Liberty Center Schools is to teach students to assume responsibility. Requiring students to be regular in attendance

and punctual in reporting to classes is one way of developing responsibility. All absences from school can be placed in two categories - excused and unexcused.

### **REPORTING AN ABSENCE**

Only parents/guardians may report an absence. Parents/guardians are responsible for informing the school for ALL absences, as well as providing the reason for the absence, before 9:00 a.m. on the day of the absence. Students that are 18 years old and still reside with their parents must still have a parent/guardian call in the absence. Parents may leave a message the night before or prior to 8:00 a.m. by calling (419) 533-0020.

### **EXCUSED ABSENCE**

Students may be excused from school for the following reasons and will be provided an opportunity to make-up missed schoolwork and/or tests:

1. Personal Illness
2. Illness in the family
3. Quarantine of the home
4. Death in the family
5. Necessary work at home due to absence or incapacity of parents/guardians
6. Observance of bona fide religious holiday
7. Set of circumstances which in the judgment of the Superintendent/designee, constitutes a good and sufficient cause

### **UNEXCUSED ABSENCES**

1. Oversleeping
2. Car trouble
3. Missing the bus
4. Shopping
5. Childcare difficulties
6. Out-of-school suspension
7. Truancy (purposefully skipping school)
8. Family errands
9. Family vacations not receiving prior approval
10. Failure to appropriately contact the school
11. Other absences not listed as excused

### **UNEXCUSED ABSENCE/TRUANCY**

Unexcused absences are used to determine truancy, which will be dealt with through disciplinary action. As defined by the Ohio Revised Code, "Truant" means absent without excuse. A student is considered to be skipping class/truant after arriving to class more than five (5) minutes late without a pass. All absences that are not excused by a parent/guardian within FIVE (5) School Days, will be deemed (U) Unexcused, credit will not be issued for work missed and disciplinary consequences may follow.

### **DISCIPLINARY CONSEQUENCES FOR UNEXCUSED ABSENCES**

- Participation on an absence intervention team

- Filing of truancy charges with Henry County Juvenile Court (charges may be filed after 5 unexcused absences)
- Loss of credit and/or a zero on all missed schoolwork

### **FAILURE TO REPORT AN ABSENCE**

If a parent/guardian fails to inform the school as to the reason for a student's absence, the absence will be deemed UNEXCUSED and disciplinary consequences may follow. All unexcused absences will remain unexcused unless a note stating the reason is received within five (5) school days. Any absence after ten absences, without a doctor's note will be considered unexcused. Upon receiving the absent list for each day, L.C.M.S. will telephone all parents who have failed to notify the school of their child's absence. In the event that phone contact is not made, the student should submit a written note from a parent/guardian indicating the reason for the absence.

### **MAKE-UP WORK FOR EXCUSED ABSENCES**

The number of class days given to complete make-up work is equal to the number of excused days absent. It is the student's responsibility to ask for the make-up work, to complete it on time, and to meet the quality standards expected by the teacher.

### **LCMS STUDENT DISCIPLINE / BEHAVIOR CODE**

The administration reserves the right to exercise flexibility in the administration of all disciplinary action due to the individuality of the student infractions and other considerations. LCMS operates on the assumption that all disciplinary action functions on the philosophy of progression. Therefore, as referrals to the office mount, more severe penalties will be progressively implemented. The intent of this philosophy is to modify, and perhaps eliminate, undesirable and inappropriate student behavior. The penalty for violations of any rule may be any of the consequences listed below. Furthermore, violations may also result in criminal and/or civil actions.

### **DISCIPLINE TRACK**

A student who disrupts the teaching and/or learning of a class, not only affects his/her own learning but the learning environment of the entire class. Therefore, the following clear and decisive penalties and disciplinary track have been established in order to eliminate repeated disruptions by any one student in any one class/subject during the school year. The Discipline Track will also be used for repeated violations such as Profanity, Cafeteria referrals, Hallway violations, etc.

- Teacher Detention
- Office Detention \*
- Friday School (if available)
- In School Detention or Out of School Suspension

- Out of School Suspension

\*The maximum number of Five (5) Office Detentions will be assigned as a result of disciplinary infractions. The philosophy behind this policy is if a student has not yet modified/improved his/her behavior after serving five Office Detentions, more severe consequences are appropriate in order to obtain a change in student behavior.

### **DETENTIONS**

Teacher Detentions will be served with the issuing teacher.

Office Detentions are offered in the main office.

- Missed ½ hour detention = 1 hour detention
- Missed 1 hour detention = In School Suspension or Friday School
- Missed Friday School = Out of School Suspension

### **OUT OF SCHOOL SUSPENSION**

To be suspended from school means that while you are suspended, you are not allowed on school property to attend classes or extracurricular activities. Only credit for tests and projects will be permitted provided you complete and submit the required tests/projects upon your return to school. Students are responsible to check the learning management system and/or contact their teachers to obtain work and keep up with assignments. Credit will be given for all work completed and turned in the day you return to school. Tests/quizzes should be completed upon return to school, as well.

### **SUSPENSION AND EXPULSION**

A student may be suspended by the Superintendent or the building principal for a period of not more than (10) days, provided the student has been given written notice of his/her suspension and the reasons thereof, and has been given an opportunity to appear at an informal hearing to answer the charges against him/her. The Superintendent may expel a student from school provided the student and his/her parent/ guardian have been given written notice of the intention to expel and the reasons. An opportunity to appeal, with a representative before the Superintendent (or designee), must be made within five (5) days after notice has been given, unless the Superintendent grants an extension of time. Extraordinary circumstances, involving the health and safety of students, that would require immediate exclusion of that student from a curricular or extra-curricular activity; the hearing shall be held within 72 hours.

### **FIGHTING/ROUGHHOUSING/PUSHING**

The discipline for fighting can range from a suspension to possible expulsion and/or court action. Moreover, other levels of violence include:



- Loud Emotional Verbal Confrontation
- Roughhousing/Pushing
- Punching/Kicking

Any of these inappropriate behaviors can result in several days of detention or a short suspension depending upon the events. Students should seek non-violent means to resolve their differences. Classroom teachers, counselors, coaches and administrators are all available to assist students to resolve conflicts. If a student is found guilty of initiating a fight or aggravating a fight, disciplinary action will also result.

### **INSUBORDINATION**

Students are expected to follow the instructions of all teachers and other school personnel while in the school, on school grounds, and at all school events, including those held off campus. Refusal by a student to cooperate with a reasonable request by a staff member will result in disciplinary actions.

### **PROHIBITION AGAINST BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

Harassment, intimidation, or bullying behavior by any student/school personnel in the Liberty Center School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

“Harassment, intimidation, or bullying,” in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts or cyber-bullying (e.g. electronic devices, Internet, cell phones, social media), either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. In particular, bullying includes the aforementioned acts occurring more than once. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- Causing mental or physical harm to the other student; school personnel including placing an individual in reasonable fear of physical harm and/ or damaging of students’ personal property; and,
- Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

Any staff member or 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 the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. If the investigation finds an instance of

harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action.

Retaliation or deliberately making false reports may result in disciplinary action. In addition, Liberty Center Schools offers a Safe School Helpline, a toll-free number that parents, students or community members can use to report any information that threatens our students, faculty or staff. Your name is never asked.

STOPit. Stopitsolutions.com 1-855-999-0932

### **UNAUTHORIZED AREA**

Students are not to be in secured areas of the building, classrooms, and hallways without a staff member or their expressed permission. Students are not permitted outside of the building, in their cars or in the parking lot at any time. Students may not leave campus once they are here and come back.

### **USE OF TOBACCO/SMOKING/VAPING**

Students who are caught smoking or have possession of tobacco products or any type of electronic vaping device will be issued a 3 day out of school suspension on the first offense, 5 days for the second offense and 10 days for the third offense.

### **STUDENT BEHAVIOR CODE OF CONDUCT**

The Student Behavior Code, adopted by the Board based on Section 3313.661 and 3313.662, Ohio Revised Code. Any pupil engaging in the types of conduct either specifically or generally like the conduct listed below is subject to expulsion, suspension, emergency suspension, removal or permanent exclusion from curricular or extracurricular activities pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code.

This code applies to student conduct on school property, or while in the control or custody of the school district, regardless of whether on or off school premises, or at a school-related activity, regardless of location. Extracurricular activities and school events (such as Graduation, Prom, and Sporting Events) are privileges not rights. Violation of the code of conduct can/may result in a loss of these privileges, in addition to other school discipline (such as detentions, or suspensions). The types of conduct prohibited by this code are as follows:

#### **DISRUPTIVE/INSUBORDINATE**

1. Tardiness
2. Truancy
3. Skipping class
4. Inappropriate public display of affection
5. Dressing or appearing in a fashion deemed inappropriate, including but not limited to that which either (1) interferes with the student's safety, health, or

welfare, or that of other students, or (2) causes disruption or directly interferes with the educational process, or (3) is not in accordance with the vocational requirements of a specific program

6. Failure to comply with rules or directions of teacher, student teachers, aides, bus drivers, principals, or other authorized personnel
7. Any infraction or refusal to comply with the rules and regulations of the school
8. Persistent disobedience, insubordination, or other misconduct pertaining to any rules or regulations governing student conduct
9. Stealing, causing damage to, or destroying school property or private property on school premises or private or public property on school premises

### **DISORDERLY**

1. Illegal or unauthorized entry to school facilities
2. Forgery or falsification of school-related information or documents, or information on correspondence directed to the school
3. Academic misconduct, including but not limited to, cheating, plagiarism, and transmission of unauthorized academic information
4. Copywriting infringement and unauthorized copying
5. Subject to lawful exercise of First Amendment Rights, participation in any activity or conduct which substantially disrupts or materially interferes with or is likely to disrupt or interfere with any school function, activity or purpose, or that creates a reasonable likelihood of interference with the health, safety or well-being of the rights of other students
6. Smoking, possession, or use of tobacco products or any type of electronic vaping device
7. Gambling
8. Use or display of obscenity or profanity, including but not limited to obscene gestures, signs, pictures, publication or partial phrases that can be implied to be obscene
9. Damage or destruction of property belonging to a school employee or anyone connected with the school district, whether on or off school premises
10. Causing or attempting to cause damage to the property of another public or private school on that school's premises

### **ENGAGE IN ANY CONDUCT THAT IS VIOLENT or ENDANGERS THE SAFETY, MORALS, HEALTH or WELFARE of SELF and/or OTHERS**

1. Causing or attempting to cause physical injury to any student, teacher, other school employee, or any other individual
2. Fighting
3. Threatening or intimidating any student, teacher, other school employee or any individual by written, verbal, or gesture means
4. Hazing

5. Interfering with school purposes or with the ordinary operation of the school by using, threatening to use, aiding or abetting other persons to use violence, force, coercion, threats, intimidation, fear or disruptive means
6. Possessing, using, transmitting or concealing any object that might be considered a dangerous weapon or instrument of violence, or any violation of Board Policy on dangerous weapons in school
7. Possessing, using, selling, buying, transmitting, secreting, or evidence of consumption of any alcoholic beverage, narcotic, or hallucinogenic drug, marijuana, barbiturate, amphetamine, inhalant, paraphernalia, controlled, or counterfeit controlled substance, or any other intoxicant or illegal drug
8. Engaging in any act that frightens, degrades, disgraces or tends to frighten, degrade, or disgrace any person by a gesture, a written, or a verbal means during any period of time when the student is properly under the authority of school personnel
9. Any conduct which violates local, state, or federal law

## **TECHNOLOGY**

1. Deletion of computer files or knowingly introducing computer viruses
2. Unauthorized entry into school computers, sites or information databases
3. Improper or inappropriate use of school computers including but not limited to accessing information unrelated to school purposes or activities
4. Accessing unauthorized or inappropriate sites
5. Possession of software that can facilitate other offenses or attempting to get by the proxy (filter)
6. Getting by the proxy (Federally mandated filter)
7. Attempting to access or interrupt district services
8. Theft or access to programs that constitute criminal activity. The administrative staff will decide the penalty for the violation of these policies. Such action can come in the form of counseling, parent conferences, assignment of additional work, rearrangement of class schedules, detention, suspension to a maximum of ten days, recommendation of expulsion from school and/or referral to juvenile authorities.

Please see the TECHNOLOGY ACCEPTABLE USE POLICY FOR STUDENTS. Please check the website, [www.libertycenter.k12.oh.us](http://www.libertycenter.k12.oh.us) for the updated policy.

## **SCHOOL BUS RULES OF CONDUCT**

1. School Bus stops shall be limited to a central point where students can meet safely.
2. Students are to be at their bus stop at least five minutes prior to bus arrival time and go promptly to the bus when school is dismissed.
3. Drivers are not required to wait for students, as all students further down the route would be forced to wait longer.

4. Students shall load and unload from the bus at their designated stop in an orderly manner and avoid crowding and pushing.
5. Students must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise. In other words, permission forms MUST be signed by the building Administrator and the parent, and MUST constitute an emergency situation. NO EXCEPTIONS.
6. Students are required to remain on the bus once they have boarded.
7. Eating, drinking and littering are not permitted.
8. The driver is in full charge of the bus at all times and is responsible for order. The driver will report inappropriate student behavior to the principal. Threatening or endangering situations will be reported immediately to the Transportation Office.
9. Disorderly conduct or refusal to submit to the authority of the driver will be reported on the referral form.
10. Noise on the bus shall be kept to a minimum. However, there must be absolute quiet at a railroad crossing and other places of danger as specified by the driver.
11. Students must remain in their seats while the bus is in motion.
12. Students must not throw anything out any windows/doors or on the bus.
13. Students must not hang any object or part of their body out the bus window.
14. Parents/students will be responsible for any damage done to a bus.
15. Students: Don't lose your riding privileges! Follow these rules:
  - a. Observe the same conduct as in the classroom.
  - b. Be courteous; use no profane language.
  - c. Do not eat or drink on the bus.
  - d. Keep the bus clean.
  - e. Cooperate with the driver.
  - f. Do not be destructive.
  - g. Do not smoke or produce a flame.
  - h. Stay in your seat.
  - i. Keep head, hands and feet inside the bus.
  - j. Bus driver is authorized to assign seats.
16. Cross the street at least 10 feet ahead of the bus.
17. Pupils are never permitted to transport animals or potentially dangerous objects such as glass, knives, lighters, etc. on the school bus.
18. Students who are eligible for transportation will be assigned to a specific route.
19. Unauthorized students will not be permitted to ride a bus they are not assigned to ride.

## **SCHOOL BUS PENALTIES FOR MISCONDUCT**

In order to ensure the safe operation of school buses and to ensure consistent enforcement throughout the Liberty Center School District, the following procedure shall be followed when it becomes necessary to take disciplinary action because of misconduct aboard a school bus:

- First referral: Warning letter to parents and students and/or school disciplinary measure
- Second referral: Three days suspension from bus riding privileges and/or school disciplinary measure.
- Third referral: Ten days suspension from bus riding privileges and/or school disciplinary measure.

### **DRESS CODE**

Dress and grooming for the students of LCMS is an individual family matter as long as the dress code and common rules of health, safety, and decency are maintained. Moreover, clothing that distracts from the daily educational process is not appropriate. The dress code is in effect during the regular school day and appropriate clothing is expected during extracurricular events. \*Violation of the dress code will result in discipline according to the Student Behavior Code.

1. Shoes must be worn at all times. No slippers should be worn to school.
2. No hats, or bandanas, or the like may be worn in the building during school hours unless it is a designated spirit day. Hooded sweatshirts are allowed, but the hood must be worn down.
3. Student's dress/appearance including length, style, skin exposure, etc. should be appropriate for a Middle School educational setting. Micro mini skirts and short shorts are not permitted as well as tops that expose the midriff. Skirts and shorts shall extend beyond the fingertips of the individuals when standing erect with their arms to their sides. Shirts/tops should not be low cut or revealing. Pants and jeans should be worn at the waist without sagging. No undergarments should show at any time.
4. Clothing with offensive language, graphics, and drug, alcohol or tobacco related references will not be permitted.
5. Chains are not permitted as well as jewelry/accessories with spikes, points or sharp edges.
6. No student shall be permitted to wear or display any clothing, jewelry, insignia, or other items, which identify a student as a member of a gang or symbolize support of a gang.
7. No costume clothing permitted unless it is a designated school spirit day.
8. Large purses and book bags are to be kept in the student's locker throughout the school day. One laptop case or bag of similar size may be carried. Laptop cases may not exceed 16" x 11" x 3".

Any student whose appearance is considered unhealthy, unsafe, unclean, disruptive or inappropriate shall be sent to the office or asked to remedy the problem. At the administrators' discretion, students may be required to wear T-shirts inside out,

issued a discipline action and/or contact parents to bring in appropriate clothing. If parents are not available, students will be removed from the regular class setting until appropriate clothing is available (\*See above).

### **BOOK BAG, GYM BAGS & PURSES**

Book bags have been determined to be a health hazard (causing back and neck injuries) for growing and developing students of middle school age. They have also been determined to be a safety issue because of classroom space and possible hidden contraband. Therefore, use of book bags is prohibited during school hours unless specially authorized by the administration. Gym bags and cinch sacks should only be used to carry gym shoes and clothes to gym class.

Gym bags and cinch sacks must be returned to ones locker immediately after gym class. Females are permitted to carry a purse but they cannot be too large. The administration has the right to determine if a purse is too large.

### **DRUGS**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroids, or dangerous controlled substance as defined by Federal Law, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

### **DANGEROUS WEAPONS IN THE SCHOOLS**

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

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board, including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or

property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Policy exceptions include:

- A. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and ammunition will never be approved as a part of a presentation);
- B. theatrical props used in appropriate settings.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the principal. Failure to report such information may subject the student to disciplinary action.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

R.C. 2923.12, 2923.122, 3313.20, 3313.66, 3313.661

18 U.S.C. 921, 20 U.S.C. 8922, 20 U.S.C. 7151

## **ELECTRONIC DEVICES**

Parents, guardians and students are expressly prohibited from using covert means to listen in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one or two way audio communication technology (i.e., technology that allows a person off site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without the express written consent of the school administration.

An "electronic device" includes any wireless communication device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. Students may use EDs before and after school, during after school/extra curricular activities and at school-related functions as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. Middle School students are NOT permitted to use EDs in-between classes and during lunch break. Use of EDs, except approved educational devices, at any other time is prohibited and they should be powered completely off (i.e. not just placed into vibrate or silent mode) and stored in the lockers.



Approved EDs are to remain inaudible at all times during the school day; ringers must be silenced, headphones must be used as needed and students are not to talk on the phone. Students may not use EDs on school property or at a school-sponsored activity to access the District's network, unless a guest account is available. Distracting behavior that creates an unsafe environment will not be tolerated.

Students are prohibited from using EDs to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without the express prior notice and explicit consent for the capture, recording or transmission of such words or images.

Students are prohibited from using an ED in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

EDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.

Students may use EDs for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. Teachers may permit student use of EDs in their classrooms as they feel it is appropriate. Violations of this policy may result in disciplinary action and/or confiscation of the ED. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography).

Students are personally and solely responsible for the care and security of their EDs. The Board assumes no responsibility for theft, loss, damage or vandalism to EDs brought onto its property, or unauthorized use of such devices. Any student in violation of the above prohibitions may result in disciplinary action, confiscation of the device and/or the issue may be referred to law enforcement if it involves any illegal activity.

Failure to give the item (ED) including battery to a staff member when requested will be considered insubordination and may result in an out of school suspension.

## **GENERAL MIDDLE SCHOOL INFORMATION**

### **HALL PASSES**

Teachers will determine who receives hall passes and when they are allowed to receive them. It is not a guarantee that a teacher will say yes when a student requests a pass. Students must have their hallpass signed by a school employee to be excused from class.

### **FIELD TRIPS**

As part of the educational services of the school, students are often taken on field trips. All trips are supervised by regular classroom teachers and often by parents.

### **HOMEWORK REQUEST FOR STUDENTS**

In case of absences, parents and/or students should check Google Classrooms or contact teachers directly to obtain missing assignments.

### **SCHOOL PROPERTY**

The Board of Education has made every effort to make LCMS pleasant and comfortable for you. New equipment and materials are added each year. It is important that you treat school items as you would your own things at home. If you mark or damage school equipment or property in any way, you will be required to clean the article and/or pay for damages. The law specifically provides that you and your parents or guardians are responsible for school materials in your use, including textbooks.

### **RECESS EXPECTATIONS**

If the weather is such that the students are to be inside, they are to be in classrooms or an announcement will be made as to where they will be. This means ALL students are to be outside when the weather permits. A student just recovering from an illness may stay in if he/she brings a note from home to the teacher explaining why he/she needs to stay inside. Should this be a prolonged period (exceeding two days) they should have a doctor's note stating that the child is healthy enough to be in school, but not outside. All students are responsible to the teacher or playground aide that is on duty—whether or not that teacher is their grade level teacher. When on the playground, students are expected to play an organized game, play on playground equipment, and engage in casual conversation with friends.

SWINGS and Zip-line:

- Only one on a swing/zip-line at a time, sitting on your bottom and swinging front to back
- Keep a safe distance in front and back of the swing/vipline
- Don't jump from the swing/zip-line

SLIDES:

- No jumping off any slides
- Only one student at a time down the slide, sitting down, feet forward

- Keep hands off student as he/she is climbing the ladder

**FOOTBALL:**

- ONLY throw the football to each other
- There are no other kind of football games to be played at recess

**BASKETBALL:**

- Excessive body contact will not be tolerated

**JUMP ROPES:**

- Ropes are not to be tied or looped around anyone's body, especially the neck. They are for jumping ONLY.

**CLIMBING TOWER:**

- No jumping off
- No playing underneath it.
- Keep hands off of students that are climbing it.

**MONKEY BARS AND T BARS:**

- Hands off of other students while on the bars.
- Only do chin up or hand from hand climbing.
- No flipping over bars.

**ROLLER SKATES and ROLLER BLADES:**

- Not allowed in the playground area.

**MISCELLANEOUS:**

- No skateboard, toys or personal items from home (this includes whistles and walkie talkies.
- Fighting is not allowed (kicking, pushing, shoving, wrestling, spitting, name calling or teasing.
- No climbing over the fence/gate; do not leave the playground to get balls, etc. without permission from the teacher or aide on duty.
- When the whistle is blown stop what you are doing and listen to instructions.
- Students will not throw stones, sticks, and sand out at recess.
- Students are not to enter the building during recess time unless they have permission from a teacher or aide.
- If bad weather develops, students may be removed from the playground.
- No students are to remain in the building during outside recess unless they are with a teacher.

**DISMISSAL FROM RECESS:**

- When the whistle blows stand in a straight line by class.
- NO TALKING.
- If you brought out a school or PTO toy then you must bring it in. If someone else is playing with it, then that student is responsible to bring it in.

**TEXTBOOKS**

Textbooks are provided for you free of charge. You are asked to use these books carefully, and all textbooks should be covered. If you damage or lose a book, you will be expected to pay damage or replacement cost. If you are issued a damaged book, report that fact to the teacher immediately.

**LOCKERS/PERSONAL PROPERTY**

Lockers are assigned to all students. Coats, hats and book bags should be kept in lockers. Students may carry their laptop case or one additional bag of similar size to a laptop case (16"x 11"x 3"). Valuables should not be kept in lockers. Students are encouraged not to bring items of value to school. The school is not responsible for the safekeeping and will not be liable for any loss or damage to personal valuables. Gym lockers are available to students in P.E. and to be used by the students. The school accepts no responsibility for the loss of contents in the locker. The administration reserves the right to search lockers, electronic devices such as cell phones, person and personal belongings of a student on school grounds/school activity for maintenance of order, violation of discipline code, or student safety.

### **LOST & FOUND**

Lost and Found is located under the stairway by the elevator. Jewelry and other items of value are kept in the office. If you lose something, please check there first. Items are often listed on the announcement page of the Middle School website.

### **MEDIA PERMISSION**

Any person or organization seeking to take photographs or make audio and/or video recordings of students or a school activity that is not a public event must obtain prior permission from the Principal.

### **NOTICE OF NONDISCRIMINATION AND INTERNAL COMPLAINT PROCEDURES**

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint with the District's Rights Coordinators.

Title IX Reporting: Liberty Center Schools is committed to providing a learning environment free of sexual misconduct and discrimination. Any report of sexual misconduct or discrimination may be made in person, by phone, by email, and by regular mail 24 hours per day.

If any you have any questions, please contact:

Richard A. Peters, Superintendent & Title IX Coordinator  
Liberty Center Schools  
100 Tiger Trail  
Liberty Center, OH 43532

Phone: 419-533-5011

Email: rpeters@libertycenterschools.org

Katie Jimenez, Director of Student Services & Title IX Coordinator

Liberty Center Schools

100 Tiger Trail

Liberty Center, OH 43532

Phone: 419-533-5011

Email: kjimenez@libertycenterschools.org

### **STUDENT POSTERS/SIGNS**

All student posters and/or signs must be approved by the administration before they can be displayed in the building.

### **STUDENT FUNDRAISING & SALES**

All fundraising and sales must be approved by the administration. Unauthorized fundraising may result in a disciplinary consequence.

### **ACADEMIC INTEGRITY**

Academic Integrity is an expectation for every student at LCMS. Being aware of your academic responsibilities is the best way to avoid an accusation of dishonesty. Aiding someone in being dishonest or sharing your work is just as serious as being dishonest yourself. If you feel something is unethical, your instincts are probably right. Academic dishonesty is defined as the act of presenting the words or thoughts of another person as if they were your own. Plagiarism will be judged as flagrant or accidental. Flagrant plagiarism is extensive, intentional, and/or shows a pattern to deceive. Submitting someone else's paper, including commercially prepared papers, will be considered flagrant plagiarism. Accidental plagiarism is infrequent, minor, and usually involves a misunderstanding of citation requirements. In an effort to help students understand this integrity policy, the following examples of academic dishonesty might include, but are not limited to:

- Giving or copying another student's homework
- Using prohibited (unauthorized) resources, tests or electronic information on quizzes, tests or assignments
- Eyes not on own test or quiz
- Allowing another student to view your test or quiz
- Working with others on an assignment that was intended to be done individually (consider all work individual unless otherwise specified)
- Altering answers on a graded test or quiz

The following examples of plagiarism might include but are not limited to:

- Downloading a paper from a "paper-mill" or paying someone to write a paper for you
- Submitting another student's work as your own
- Copying a portion of another's work without proper citation
- Paraphrasing ideas without documentation

- Using another’s opinions, theories, quotations, graphics, interviews, email, or other information without citing the source
- Using the exact language of someone else without using quotation marks and/or without giving proper credit to the author

Discipline consequences for cheating/plagiarizing on homework :

- 1st two incidents - Warning and teachers/parent notification, student must redo the assignment
- 3rd incident - out of school suspension, grade of F on the assignment

### **NATIONAL JUNIOR HONOR SOCIETY**

Students who have completed their fifth semester (2nd semester 6th grade year) and have a solid 3.5 cumulative GPA or greater are eligible. This calculation is not rounded. The student will be notified of their eligibility for membership into N.J.H.S. Transfer students must have been enrolled at LCMS for at least one semester. The Faculty Council evaluates each candidate’s qualifications and makes recommendations for membership. Along with GPA, the other criteria for membership are: Service, Leadership and Character. It is important to note that no student has a right to be selected for membership and the decisions of the Faculty Council are final.

### **DANCES**

The Middle School may hold school dances for students in grades 7-8 throughout the school year. Middle School students ARE NOT permitted to attend High School dances under any circumstance.

### **GUIDANCE SERVICES**

The Guidance Counselors will assist students in developing skills, making decisions, accepting others, and resolving conflicts. Our counselors also help students identify strengths, set goals, and learn effective study and test-taking skills. The counselors work with teachers, parents, and other staff members to encourage students to reach their academic potential. Guidance and counseling activities are done on an individual basis, in small groups, and in classrooms. These activities include, but are not limited to, orientation and registration of new students, counseling programs, and parent and teacher conferences.

### **SCHEDULE CHANGES**

The school has the right to change a students’ schedule. In order for a student to drop an elective class, written parental permission is required. This may result in a grade of “withdrawn F” for the student. All Schedule changes must be completed in the first 10 days of the school year.

### **GRADING SCALE**

93 - 100 = A	4.0	73 - 76 = C	2.0
90 - 92 = A-	3.7	70 - 72 = C-	1.7
87 - 89 = B+	3.3	67 - 69 = D+	1.3

83 - 86 = B	3.0	63 - 66 = D	1.0
80 - 82 = B-	2.7	60 - 62 = D-	0.7
77 - 79 = C+	2.3	0 - 59 = F	

**S+**=Above Average    **S**=Average    **S-**=Below Average    **U**=Unsatisfactory  
 Final grades for all classes will be determined by averaging the first semester and second semester grades. Students failing academic courses may be removed from band and/or chorus in order to provide academic assistance.

**REPORT CARDS**

Grades are available online at all times through PowerSchool. Parents are reminded that grades may be three to five days behind work that has been turned in by students. Quarter grades will be entered within 5 work days of the end of the quarter.

**HONOR ROLL**

The Honor Roll will recognize students in grades 5-8 who acquire a 3.0 average. A student may have one "C" and/or "S" but no D, F, or U grades. The Principal's List will consist of those students receiving a 4.0 average and "S+" in S/U subjects.

**GRADE APPEALS**

If you feel a grade is unjust or unfair, you may request a conference with the principal, your parent/guardian, and the teacher involved. The principal will make the final decision on the appeal.

**CREDIT FLEXIBILITY**

Liberty Center Middle School has developed a credit flexibility plan that enables students to earn high school credit by:

1. Completing Coursework
2. Testing out or showing mastery of content
3. College Credit Plus
4. Any combination of the above

Please contact the Middle School Guidance Office for more information.

**SECTION 504 NOTICE**

Section 504 of the Rehabilitation Act of 1973 and its accompanying regulations prohibit the discrimination towards any individual on the basis of his/her disability. Accordingly, all employees of The Liberty Center Local School District are expected to adhere to School Board policy which prohibits discrimination on the basis of a disability. Any employee, or parent who feels that he/she or his/her child has been discriminated against on the basis of disability should, file a written complaint with the district compliance officer. The district compliance officer for Section 504 of the Rehabilitation Act and the address as follows:

Special Education Director  
Liberty Center Local School District  
100 Tiger Trail  
Liberty Center, Ohio 43532

### **INCOMPLETE GRADES**

Incomplete grades may be given for not completing requirements due to excused absences. Students with excused absences normally must have all work completed in as many days after returning as missed. Tests and assignments or the grade will be an "F," unless the teacher determines there are extenuating circumstances. Students who fail to meet course requirements due to unexcused absences or truancies will have their grade figured without the missing work. Newly enrolled and/or home-schooled students who do not provide official school records will receive no credit. (See pre-planned absences for additional information.)

### **RETENTION POLICY**

Students must be in good academic standing in all classes in order to pass to the next grade level. Students who fail two or more academic classes **may be retained the following school year**. No student shall be retained more than once or be more than one grade level behind "age mates".

### **COLLEGE CREDIT PLUS**

Students as young as 13 (grade 7) may take the ACT and attempt to qualify for CCP in the upcoming year. The October, December and February tests will provide results in time to become eligible for CCP.

Students unable to achieve a qualifying score may take an entrance test at a Community College to qualify for entry into the program at that Community College.

Student and a parent must attend an annual CCP meeting and sign a letter of interest. Liberty Center will provide CCP options at the school, but students may also take online courses or attend college campus classes. *Students and parent need to be aware that books remain the property of the school and students failing a class will be charged an amount equal to the charge incurred by the district for each class failed.*

## **ATHLETICS**

### **ATHLETIC /EXTRACURRICULAR INFORMATION**

Eligibility for athletes will be determined on a weekly basis. Eligibility runs from Monday to the following Monday. Any middle school student who receives two failing grades and/or falls below a 1.5 grade point average shall be declared ineligible for the week and/or next nine-week grading period. This applies to all activities, not just athletics. When a student is ineligible, he/she may not go on field trips that are not required for a class and may not participate in any activities not directly associated with academic pursuits (examples – select choir, band, quiz team, writing team, etc.). Also, the ineligible student may not travel with a group or team to any away contests. Students receiving two failing grades or falling below a 1.5 grade point average for a nine week quarter will be ineligible for the entire next nine weeks.



### **PHYSICALS FOR STUDENT ATHLETES**

Any students who wish to participate in athletic activities must have a physical on file with the Athletic Department before they can try out for a sport. Physicals are valid for one year. The physical form may be found on the district website under Athletics.

### **PROHIBITION FROM EXTRA-CURRICULAR ACTIVITIES**

Participation in extracurricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals and other authorized personnel employed by the District to supervise or coach a student activity program to prohibit a student from participating in any particular or all extra- curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation took place.

(Side 1)            **PHYSICIAN'S REQUEST FOR THE  
ADMINISTRATION OF PRESCRIPTION MEDICATION  
BY SCHOOL PERSONNEL FAX (419) 533-1205**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Address: \_\_\_\_\_

Parent Consent: I authorize the physician/physician's staff to transmit this completed form to the Liberty Center Local Schools and to communicate directly and share information with the school nurse regarding this medication and the condition it is intended to treat.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

This student in the Liberty Center Local School District is under my care and must take medication which I have prescribed during the school day.

Name of Medication (as it appears) on container in which the drug is stored:

\_\_\_\_\_  
Dosage and time of intervals: \_\_\_\_\_

Date administration of drug is to begin: \_\_\_\_\_

Date after which the drug should not be administered: \_\_\_\_\_

Possible adverse reactions to be reported to physician: \_\_\_\_\_

\_\_\_\_\_  
Special instructions for the administration or storage of the drug: \_\_\_\_\_

\_\_\_\_\_  
Name of Physician: \_\_\_\_\_

Primary Telephone Number: \_\_\_\_\_

Secondary Telephone Number: \_\_\_\_\_

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_  
Date

LCS 205A

**Law requires all medications be transported by a parent or guardian.**

(Side 2)

**PARENT COMPLETES THIS FORM**  
**Parent Consent to Administer Medication at School**

**FAX (419) 533-1205**

The undersigned are the parent(s), guardian(s), or person(s) in charge of \_\_\_\_\_  
\_\_\_\_\_, a student in the \_\_\_\_\_ grade in the Liberty Center Local School  
District. It is necessary that my child receive \_\_\_\_\_ a physician  
prescribed drug or non-prescription drug, during school hours. The drug is to be administered at  
\_\_\_\_\_ dosage and at \_\_\_\_\_ intervals, beginning on  
\_\_\_\_\_ and continuing through \_\_\_\_\_.

I hereby request the Board of Education of the Liberty Center Local School, or its authorized representative, to administer the above-named drug to my child in accordance with the prescribing physician's instructions (if applicable), and agree to:

1. Submit this request to the person authorized by the Board of Education to receive such a request.
2. Make certain the "Physician's Request for the Administration of Prescription Medication by School Personnel" is submitted to the person authorized by the Board of Education to receive such requests (if applicable).
3. I authorize the physician/physician's staff to transmit the completed form (Sides 1 & 2) to the Liberty Center Local Schools and to communicate directly and share information with the school nurse regarding this medication and the condition it is intended to treat.
4. Make sure personally that the drug is received by the person authorized to administer it in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
5. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval of dosage, and date after which no administration should be given.
6. Submit a revised statement signed by the physician who prescribed the drug to the person designated by the Board of Education to receive requests for administration if any of the information provided by the physician changes (if applicable).

7. Release the Board of Education of the Liberty Center Local School District and their designated representative from any liability concerning the giving or non-giving of the drug to the student.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Parent/Guardian Signature

*Law requires all medications be transported by a parent or guardian.*

*\* Any prescription medication requires the reverse side of this form to be completed by a doctor.*

LCS 205B

## **ACCEPTABLE USE POLICY FOR INFORMATIONAL TECHNOLOGY RESOURCES**

### **STATEMENT OF PURPOSE**

The district's information technology resources, including, but not limited to, computers, computer networks, Internet access, email service, selected databases, and other electronic communication tools are provided to staff and students for **educational purposes only**. If you are uncertain whether a contemplated activity is educational, you should consult a teacher, administrator, or a technology staff member to help you decide before proceeding with the activity.

### **TERMS OF AGREEMENT**

In order for a staff member, a methods/student teacher, a K-12 student, or other approved user to be allowed access to the district's computers, computer network, the Internet, email, or any of the district's other technologically delivered information resources, the attached consent form must be completed and placed on file with the designated district office. Further, all staff and students must understand that the agreement covers hardware brought in from the outside that is not owned by the district. Students and staff who want to gain access to the network using their own personal devices or use their devices in school must be aware that the acceptable use policy still applies. This form must be completed and submitted annually.

### **ACCEPTABLE USES**

Adherence to this policy is required for continued access to the district's technological resources. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. The district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network, Internet access, email, and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the district and no user shall have any expectation of privacy regarding such materials. The district may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement. Anyone who uses the district's information technology resources shall meet the guidelines, responsibilities and rules as described in this policy and those posted in appropriate handbooks, administrative communications, and teacher instructions. The use of the district's information technology resources is a privilege, not a right. Despite every effort for supervision and filtering, all users and parent/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the district's resources and report any problem to a teacher or appropriate administrator. A user who violates this acceptable use agreement, or any district rule applying to these resources, shall be subject to disciplinary action, which may include the elimination of email and/or computer privileges up to expulsion or termination of employment.

### **Users of the district's information technology resources shall demonstrate that they:**

1. Respect and protect the privacy of others by
  - Using only their assigned accounts and accessing only authorized resources.
  - Not disclosing or sharing their passwords or impersonating another user.
  - Not disclosing private information about themselves or others on the Internet or in email messages.
2. Respect and protect the intellectual property of others by

- Not infringing on copyright by making illegal copies of music, games or movies.
  - Not plagiarizing the works of others.
3. Respect and protect the integrity and security of the district's electronic resources by:
- Following all instructions and regulations regarding network security practices.
  - Reporting security risks or violations to a teacher or administrator.
  - Not destroying or damaging any data, networks, equipment, or other resources belonging to the district.
  - Not using district technology resources and equipment to disrupt school operations, engage in bullying, or make threats against students or school personnel.
  - Not using district technology resources and equipment to engage in activities that intentionally violate the district adopted student code of conduct, appropriate directives and board policies.
4. Respect and practice the principles of responsible electronic communications by
- Communicating in ways that are kind, respectful, legal and ethical with no tolerance for discrimination and/or harassment.
  - Using electronic mail and messaging systems, mailboxes, bulletin boards, forums, blogs, wikis, Web 2.0 technologies, web sites, Internet access, etc. only in support of education and/or research which is consistent with the academic philosophy of the Liberty Center Schools.
  - Not using district supported electronic communication resources to participate in sexting and other unlawful activities, commercial activities, securing personal financial gain, providing false identity, and misrepresenting the district. This also applies to outside hardware devices brought into school and used during school hours.
  - Protecting the integrity of the district's resources by not intentionally accessing harmful forms of programming or communications that obstruct, disrupt, or corrupt electronic communications systems and services. Currently, staff members have administrative rights to add downloads and software to their workstations. Staff must be aware that any material downloaded on their machine that damages the operation of the machine may result in the workstation being reimaged with the possibility of all stored data being lost.

### **Warranties/Indemnification**

The Liberty Center Local School District makes no warranties of any kind, whether expressed or implied, in connection with its provision of access to and use of its technology, computer networks, and the internet provided under this policy. The Liberty Center Local School District will not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user resulting from the use of technology and the electronic network. The user takes full responsibility for his/her use. The user agrees to indemnify and hold the Liberty Center Local School District, its employees, and the Northwest Ohio Computer Association harmless from any and all loss, costs or damages resulting from the use authorized under this agreement, including but not limited to any fees or charges incurred through purchases of goods or services by the user over the electronic network. The user agrees to cooperate with the District in the event of the District initiating an investigation of a user's misuse of his/her access to the computer network and the Internet, whether that use is on a district computer outside the school district's network.

**\*Parents, staff and students must be aware that signing that they have received and read the handbook acknowledges that they understand and agree to abide by the Liberty Center School District's Acceptable Use Policy. H**

**Handbook Receipt & Information**

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent/Guardian Email(s): \_\_\_\_\_

**STUDENT HANDBOOK** (please initial each item) **Handbook is located on the district web page.**

**Parent Acknowledgement** - As parent/guardian of the student named above I acknowledge that I have read the online Student handbook.

**Student Acknowledgement** - I acknowledge that I have read the online Student handbook and/or had it explained to me by my parent.

**ACCEPTABLE USE POLICY AND INTERNET CONSENT FORM** (please initial each item)

**Parent Acknowledgement/Consent** – As parent/guardian of the student named above I acknowledge receipt of the Acceptable Use Policy and grant permission for my son/daughter to use a school computer or network software provided by the school district. I also grant permission for my son/daughter to use the Internet services at school for educational projects and activities.

**Student Acknowledgement/Agreement** – I acknowledge receipt of the Acceptable Use Policy and have read its contents or had them explained to me by my parent.

**VIDEO RECORDINGS AND PHOTOGRAPHS** (please initial as appropriate)

As a parent or guardian of this student, I hereby consent to the use of photographs/videotape taken during the course of the school year for publicity, promotional and/or educational purposes (including publications, presentation or broadcast via newspaper, internet or other media sources). I do this with full knowledge and consent and waive all claims for compensation for use, or for damages.

**YES, I give consent** for Liberty Center Schools to photograph/video my child for school purposes and/or at school events.

**NO, I do not authorize** Liberty Center Schools to photograph/video my child for any event.

**PHYSICAL EDUCATION** (please initial as appropriate) – If your child has a physical condition that would prevent them from participating in the regular physical education program we need to know. Please be sure we have the appropriate medical findings and restrictions specified in writing by the doctor and on file with the nurse. Indicate “restricted program” below and list the condition. If your child has no medical issue that would affect physical education mark “regular program”. **If your child cannot participate due to a temporary illness or problem you may write a note to the teacher to excuse him/her for the day. Missing more than two days of lessons requires a doctor’s note.**

– Regular Program       - Restricted Program: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

