



STUDENT HANDBOOK

2023-2024

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The staff of Liberty Center High 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 LCHS, you are responsible for all the rules and regulations in any and all parts of the handbook.* As a student of LCHS, **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 LCHS staff to provide an environment that will enable you to work toward your educational goals. As a student at LCHS 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. Radwan and LCHS Staff

The following guidelines are to assist you and your parent/guardian in understanding the operation, expectations and procedures at LCHS. 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.

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.

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ATHLETIC /EXTRACURRICULAR INFORMATION

(This Eligibility Policy is for all OHSAA recognized athletics and LCHS Club Athletics. Eligibility for each grading period is determined by grades received the preceding grading period. Semester average and yearly average have no effect on eligibility. The OHSAA eligibility rule states “during the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent which count toward graduation.” Moreover, during the preceding term, LCHS students may not have more than one F on their report card.

NCAA ATHLETIC ELIGIBILITY

All student athletes who want to participate in Division I or II sports need to complete an NCAA application in the fall of their senior year. It is the student’s responsibility to take a minimum of 14 NCAA approved courses at the high school and maintain a core GPA of 2.3, on an unweighted scale. Students must also send their ACT scores to the NCAA by using the NCAA code (9999) on the ACT application form. Contact the Clearinghouse at 319-337-1492 or speak with the guidance office if you have questions.

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 from the date of the physical. 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.

ATTENDANCE

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 LCHS. One of the major aims of 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.

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. Counseling, Mediation and Intervention programs available through juvenile authorities

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 8:00 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- 6641.

A note from a medical or mental health provider may be required in some instances at the discretion of building administration. This is the case in all appointment-related absences. All attendance related phone calls or notes may be subject to verification for absence from school.

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. All unexcused absences will remain unexcused unless a note stating the reason is provided to the High School office. Upon receiving the absent list for each day, L.C.H.S. will telephone all parents who have failed to notify the school of their student's absence.

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

UNEXCUSED ABSENCES

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.

1. Oversleeping
2. Car trouble
3. Missing the bus
4. Shopping
5. Childcare difficulties absence
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

HENRY COUNTY TRUANCY INTERVENTION PROGRAM & COURT REFERRAL

A “**habitual truant**” as someone

- Absent 30 or more consecutive hours of unexcused absences;
- Absent 42 or more hours in one school month of unexcused absences;
- Absent 72 or more hours in one school year of unexcused absences.
- (All of the above results in a 60 day truancy intervention program).

When a **student is habitually truant**, the district will do the following within 7 school days of the triggering absence:

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.

Intervention for Tardiness:

- After 3 tardies in a semester and every tardy thereafter, a student will receive a 1 hour consequence.
- After the 6th tardy and every tardy thereafter, the student will receive a Friday School.
- After the 9th tardy, consequences will be at the principal’s discretion.
- These interventions will be in addition to those required by law for absences.

MAKE-UP WORK FOR ABSENCES

In case of absences, parents and/or students should check Google Classroom or contact teachers directly to obtain missing assignments. Students may be allowed to make up work from any absence. 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. It is up to the teacher and the student to negotiate a reasonable time frame for make up work.

POST-SECONDARY VISITATION (College Visit/Job Shadow)

All students will be allowed up to three days excused absence for the purpose of pursuing post-secondary opportunities, provided prior notice is given the principal, and the proper form is processed prior to the student’s visitation.

The visitation time shall count as time absent in calculating the hours absence limitation. Visitation days over the permitted 38 hours for a semester or 65 hours for the year, will be unexcused. Parents of students who are consistently over their allotted excused absences or who are at academic risk are discouraged from taking their child out of school for a visitation.

In order for these days to be excused, the student must follow this procedure:

- Make an appointment with the establishment the student wishes to visit. (preferably with a non-relative)
- The student will complete the Post-Secondary Visitation form in the office and have it signed by all of his/her teachers. This form must be turned in prior to the visitation.
- On return, the student must have a signed letter from the Establishment/Event to give to the high school office.

VACATION

Students will be allowed up to five days excused absence for family vacations with their parents, provided prior notice is given 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. Vacation days over the permitted 65 hours (10 days) for the year will be unexcused. Parents of students who are consistently over their allotted excused absences or who are at academic risk are discouraged from taking their child out of school for a vacation.

Failure to do all work and/or tests/projects in the prescribed period of time may result in zero 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.

CAFETERIA INFORMATION

All students eat in the cafeteria and **are highly encouraged to eat lunch**. You are expected to use good manners and good behavior while eating. Detentions may be issued for violations of cafeteria conduct.

Listed below are cafeteria rules:

1. Enter and leave the cafeteria 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. LCHS has a "closed" lunch period; therefore students are NOT permitted to leave the building for lunch or have visitors.
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. 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 MONEY

Students must still prepay for additional food items. 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 cafeteria. Students must be responsible for bringing money or a lunch to school.

FREE LUNCH

Students who were on the free and reduced lunch program last year must reapply each year. If you are in need of free and reduced lunch forms, please request them from the office.

DISCIPLINE

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. LCHS 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.

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, removal of parking privileges or suspensions). The types of conduct prohibited by this code are as follows:

A. 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.

B. 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.

C. 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.

D. 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 check the website, www.libertycenter.k12.oh.us for the updated TECHNOLOGY ACCEPTABLE USE POLICY FOR STUDENTS.

DRESS CODE

Dress and grooming for the students of LCHS 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 high school educational setting.
 - Short skirts and short shorts are not permitted as well as tops that expose the midriff. No crop tops will be allowed.
 - 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. They must be three fingers in width at the top on the shoulders.
 - Pants and jeans should be worn at the waist without sagging. Holes in jeans **MUST** be below the length of fingertips. No undergarments should show at any time.
 - Leggings will **ONLY** be allowed with the combination of a longer shirt, skirt, or shorts providing cover.
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.
7. 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.
8. No costume clothing permitted unless it is a designated school spirit day. This includes flags and capes of any theme.
9. 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.

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).

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.

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.

EXPULSION

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.

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:

1. 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,
2. 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.

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.

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 consequence on the first offense, 5 days for the second offense and 10 days for the third offense. Consequences will be at the discretion of the administration.

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. High school students are 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 out of sight.

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) to a staff member when requested will be considered insubordination and may result in an out of school suspension.

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 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.

DISTRICT INFORMATION

ARRIVAL AND DEPARTURE

Students are not encouraged not to arrive at school prior to 7:45 a.m. unless you ride a school bus or have a scheduled meeting. A student will not be permitted in the building until the doors are unlocked at 7:45 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.

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.

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.

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.

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.

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

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)

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.

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 High 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 15th 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. Please contact the office with any changes to your primary phone number or parent email address so you will continue to receive these notifications.

TORNADO/FIRE DRILLS

The designated locations for drills are posted in each classroom. You are expected to know the location of emergency exits and to comply with emergency procedures and directions given during all fire and tornado drills.

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 high 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.

WITHDRAWAL OR TRANSFER

If your family is changing its place of residence, be sure to notify the district 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 before we can forward any information to a new school.

GENERAL INFORMATION

ACADEMIC ACHIEVEMENT

The criteria for being recognized as an Academic Achievement recipient is that the student must maintain a 3.5 GPA with no D’s for second semester of previous year and fall semester of current year, to be acknowledged at the Academic Awards ceremony.

ACADEMIC INTEGRITY

Academic Integrity is an expectation for every student at LCHS. 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 :
 - o 1st two incidents - Warning and teachers/parent notification, student must redo the assignment
 - o 3rd incident - out of school suspension, grade of F on the assignment

DANCES

LCHS students may bring a guest to Homecoming and Prom provided a Guest Permission Slip has been turned in to the office prior to the dance. Homecoming, and Prom are semi-formal and formal dances. No Middle School students are permitted to attend LCHS dances.

EIGHTEEN-YEAR-OLD STUDENTS

Students who have attained the age of eighteen, but elect to continue their education at public expense, must adhere to all rules and regulations set forth by Liberty Center Schools.

Eighteen-year-olds still residing with parents must have parent signatures on all school related documents.

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 1st quarter). Fees must be paid in full for students to purchase Prom and Homecoming dance tickets, attend out of town field trips, and receive their HS diploma.

College Credit Plus failures will be added to school fees upon receipt of the grades from the post-secondary establishment.

FIELD TRIPS

As part of the educational services of the school, students are often taken on field trips. One written permit from the parent must be filed at the beginning of the year for each student before the student is allowed to accompany a class on field trips. All trips are supervised by regular classroom teachers and often by parents.

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	

REPORT CARDS/PROGRESS REPORTS

Grades are available online at all times through PowerSchool - Parent/Student Grade Viewer. 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 three school days of the end of the quarter.

INCOMPLETE GRADES

Incomplete grade maybe 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 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.

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.

LOCKERS/PERSONAL PROPERTY

Lockers are assigned to all students. Coats, hats and book bags should be kept in lockers.

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.

NATIONAL HONOR SOCIETY

Students who have completed their fifth semester (2nd semester Junior 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 application into N.H.S. Transfer students must have been enrolled at LCHS 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.

PARKING PRIVILEGES

Parking is available to all student drivers with a valid driver's license, proof of insurance, and permit. Parking without a permit or parking in areas not designated for student parking will result in disciplinary action, fines or towing at the owner's expense. Reckless operation and noncompliance with traffic signs will not be tolerated on school property. Parking privileges may be denied to any student who violates the parking rules. Parking applications are available in the office.

PHYSICAL EDUCATION EXEMPTION

Board policy allows a student to be exempt from the high school state mandated 1/2 credit of physical education requirement for graduation if the student participates in two seasons of interscholastic athletics, marching band and/or cheerleading. The student must enroll in another 1/2 credit of electives in lieu of physical education. (Wrestlerettes and concert band are not covered by this policy)

- Students may not mix an exemption and a class. They must either compete in two complete seasons that qualify or take two classes of physical education that equal 1/2 credit.
- To qualify for the exemption a student must be listed on the O.H.S.A.A. eligibility sheet at the end of the season to receive credit. For cheerleading the advisor must verify student eligibility and for band the student must remain in the class for the first semester.
- It is the student's responsibility to apply for the exemption and make sure they have met the requirements for the exemption. Coaches and other school personnel will not be held liable for a student not meeting the requirements by being cut, declared ineligible or being dropped from a team for any reason.
- Please pick up forms from the guidance office.

STUDENT FUNDRAISING AND SALES

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

STUDENT POSTERS/SIGNS

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

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 except to park on arrival, use of off-campus pass, or dismissal. Students may not leave campus once they are here and come back.

WORK PERMITS

Work permits are available in the Superintendent's office. By law anyone under the age of 18 is required to complete a work permit if they are going to be employed. Note: If a student presently has a sports physical on file and it is valid for the current school year it may be used for the work permit.

GUIDANCE SERVICES

COLLEGE CREDIT PLUS

The CCP program has been established to permit high school students in grades seven through twelve to earn college and high school graduation credit through the successful completion of college courses.

- Any student admitted to an institution of higher education will be expected and required to perform at the same level as the institution's regular students.
- Through CCP the student will earn both college and high school credit, the student's participation in college classes will be subsidized by direct payments to the college out of the school district's state foundation funds covering the cost of tuition, fees, and books.
- The student and parent may be liable for all costs incurred by the district when and if a student fails a college course, withdraws from a college course, or does not earn credit in a college course.
- Parents and students must meet/talk with the school counselor prior to participation.
- The CCP program requires that students indicate to school officials their intent to participate by April 1st.
- Intent forms are available through the school counselor and at the CCP information meeting.
- All courses taken through CCP will result in a letter grade from the school system. The letter grade will be used in the computation of the student's grade point average.

GRADUATION REQUIREMENTS

Class of 2022 ONLY: To be eligible for graduation, students must meet two areas of criteria upon completion of their senior year. Two areas of completion: Credits and Testing. The Class of 2022 is

also eligible to graduate with the standard requirements of the Class of 2023 if that pathway is clear for a student.

COVER THE BASICS:

Earn 20 points or more

English	4 credits	PE/Athletics	.5 credit
Mathematics	4 credits	Health	.5 credit
Science	3 credits	Finance	.5 credit
Social Studies	3 credits	Electives	3.5 credits
Fine Arts	1 credit	Total	20 credits

TESTING

Students in the graduating Class of 2022 must complete one of three pathways:

- Earn 18 points on the 7 end of course exams:
English I Algebra 1 American History Biology
English II Geometry Government
- OR Earn remediation free score on a standardized college admission exam
- OR Earn industry-recognized credentials and demonstrate workforce readiness on the Workkeys assessment.

Class of 2023 and Beyond: To be eligible for graduation, students must meet three areas of criteria upon completion of their senior year. Three areas of criteria: Cover the Basics (credit requirements), Show Competency (testing/alternative options), and Show Readiness (diploma seals).

COVER THE BASICS:

Earn 20 points or more

English	4 credits	PE/Athletics	.5 credit
Mathematics	4 credits	Health	.5 credit
Science	3 credits	Finance	.5 credit
Social Studies	3 credits	Electives	3.5 credits
Fine Arts	1 credit	Total	20 credits

SHOW COMPETENCY

Earn a passing score on Ohio's high school Algebra I and English II tests. Students who do NOT pass the test will be offered additional support and must retake the test(s) at least once. If testing is not the student's strength, there are three additional pathways that can be taken to show competency:

- **Option 1:** Demonstrate Two Career-Focused Activities (at least one must be functional):
Functional: 1) Proficient scores on WebXams
2) A 12 point industry credential
3) A pre-apprenticeship or acceptance into an approved apprenticeship program.
Supporting: 1) Work-based learning
2) Earn the required score on the WorkKeys
3) Earn the OhioMeansJobs Readiness Seal
- **Option 2:** Enlist in the Military. Students must provide evidence that they have signed a contract to enter a branch of the US Armed Forces upon graduation.
- **Option 3:** Complete College Coursework. Students must earn one college-level math and/or college-level English course through Ohio's free College Credit Plus program.

SHOW READINESS

Students must earn two of the following diploma seals, only one seal can be a local seal:

OhioMeansJobs Readiness Seal	Honors Diploma Seal
Industry-Recognized Credential	Seal of Biliteracy
College-Ready Seal	Technology Seal
Military Enlistment Seal	Community Service Seal (Local)
Citizenship Seal	Fine & Performing Arts (Local)
Science Seal	Student Engagement Seal (Local)

TRANSCRIPT REQUESTS

Requests for high school transcripts are made through the Guidance Office or on the Liberty Center Schools website. All transcript requests for current students are processed with no charge.

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.

ILLNESS & ACCIDENTS AT SCHOOL

The clinic, located in the Main Office, 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 at orientation.

IMMUNIZATIONS AND 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.

MEDICAL CONDITIONS

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. The school nurse will be the point of contact to receive this documentation and work with staff.

MEDICINE

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 the container and taken in the presence of the nurse or office personnel. Proper paperwork and a doctor's signature are also required. It is the student's responsibility to come to the office for their medication. By law students can carry an inhaler with them at school - once the proper paperwork has been submitted. All medication must be transported by a parent to and from school; this includes non-prescription medication.

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 note from the office. (Notes are required from your parent/guardian for you to be allowed to go home with a classmate.)** . The bus driver is in complete authority once you get on the bus. Students must ride the bus to and from extracurricular events that occur during the school day.

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. Drivers are not required to wait for students, as all students further down the route would be forced to wait longer.
3. Students shall load and unload from the bus at their designated stop in an orderly manner and avoid crowding and pushing.
4. 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.**
5. Students are required to remain on the bus once they have boarded.
6. Eating, drinking and littering are not permitted.
7. 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.
8. 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. 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. Objects that are packaged to eliminate hazard may be approved.
18. Students who are eligible for transportation will be assigned to a specific route.
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.