

Lorain City Schools



2008 - 2009 Code of Conduct

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Vision Statement

Lorain City Schools will become a legacy of educational excellence built upon a heritage of diversity.

Mission

To provide all children with a premier learning experience where a quality education is achieved through a comprehensive curriculum in a safe and orderly environment.

Core Values

- We are committed to the value of cultural diversity, equity and equal access to district resources for all students and staff.
- We are committed to appropriate student behavior that is free from bullying, disrespectful language and harassment.
- We are committed to meeting the academic and extra-curricular needs of all students.
- We are committed to building an environment of fiscal accountability.
- We are committed to collaboration and communication throughout the schools and community.

Goals

- Ensure high academic achievement for all students.
- Create and maintain a safe and nurturing school environment.
- Develop, provide and maintain an effective and efficient operating system.
- Ensure parent engagement and community collaboration.
- Develop and maintain the highest quality of professional administrators, teachers and staff.

Superintendent's Message

The development of a positive atmosphere within classrooms and school buildings is essential to each student's success. It is the responsibility of students, parents, teachers, administrators, and members of the Board of Education to assist in fostering and maintaining this positive atmosphere. The student Code of Conduct Handbook is designed to clarify District policies governing the rights and responsibilities of students in the Lorain City School District. Students, parents, and staff are encouraged to become familiar with the contents of this handbook to ensure that such rights and responsibilities are respected and met. The statement which follows outlines the expectations of each of these groups and will ensure an orderly, friendly environment that will promote learning and personal development.

Dr. Cheryl L. H. Atkinson
Superintendent/CEO

I *Rights and Responsibilities*

The district is committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver, a high quality education without disruption. Responsible behavior by students, teachers, staff, administrators, parents and visitors is critical in achieving this goal. This is a joint responsibility shared by both the school and home.

Student Rights and Responsibilities

All students of whatever age, when entering the public schools, are expected and required to conform to the rules and regulations, to render **obedience** and **respect** to their teachers and to respect the rights of fellow students. They are also required to observe the customary rules of courtesy and politeness; to be neat and clean in their person and dress; and to pay a careful regard to whatever may contribute to good order and behavior as established by the acceptable standards of the school and community.

Students have the right to:

- a quality education.
- a safe and orderly environment.
- equal educational opportunities.
- know why they are being disciplined.
- equal treatment in enforcement of school regulations and due process in administration of punishment for violations.
- confidentiality in the handling of their records.
- grievance process as described in this handbook on page 17.

Students responsibilities are:

- to strive to do their best work at all times.
- to be prepared at all times with necessary supplies.
- to be regular in attendance and arrive at school and class on time.
- to obey school rules and regulations.
- to comply with the authority of the teacher and the principal.
- to respect the rights and property of fellow students.
- to respect school property.
- to avoid use of improper language.
- to refrain from activity that endangers the safety of themselves and others.
- to respect the authority of all employees of the school.
- to conduct themselves in a manner which is creditable to the student body (outside the school as well as within) and to strive for self-directed behavior.
- to maintain habits of appropriate dress and personal grooming.

Parent Rights and Responsibilities

Parents want what is best for their children. As their child's first teacher, the parent can help develop good habits of behavior and positive attitudes toward school. The development of responsibility in young people is not a task for the school alone. It is recognized that discipline is the primary responsibility of the parents and that the influence of the home should be reflected in the conduct of pupils while attending school. The behavior of students attending our schools should reflect standards of good citizenship demanded of members of a democratic society. It is the parents' obligation by teaching and by example to

develop in the child good behavior habits as well as proper attitudes toward the school. Firm, fair, and consistent treatment is the main key to successful development of the child.

Parents have the right to:

- be informed whenever it becomes necessary for their child to be dismissed from school.
- visit the school and discuss their child's progress with school officials.
- arrange conferences in advance of school visits with teachers and principals to promote their child's educational progress.
- receive school reports and informational bulletins in a timely manner.
- bring complaints to the attention of school authorities.
- voluntarily participate in school programs and conferences in accordance with district/school policies.

Parents responsibilities are:

- to encourage students to do their best work in school and at home.
- to teach respect for other pupils and their right to learn.
- to teach respect for the teacher who acts as the parent while the child is in school.
- to treat school personnel with respect and dignity.
- to understand the Board of Education rules and cooperate with the recommendations of school personnel.
- to teach respect for property - both private and public.
- to arrange for a suitable place for the child to study.
- to show an interest in the child's progress in school.
- to advise school teachers of student's strengths and weaknesses.
- to attend school conferences and special programs.
- to stress regular attendance and submit a written explanation for absences or tardiness in accordance with the compulsory statutes.
- to inform school of changes in address and telephone numbers.
- to inform school of changes in their child's health and provide information necessary to update student health records.
- to provide nutrition adequate to maintain good health.
- to give personal attention to the student's cleanliness, grooming, and appropriate dress in accordance with Board of Education policies/guidelines.

Teacher Rights and Responsibilities

A teacher is responsible for more than instruction in a given subject. The imparting of knowledge without developing character, good habits and the ability to reason cannot be considered good teaching.

Teachers have the right to:

- teach in an orderly and safe environment.
- receive the cooperation and support of all school personnel.
- receive the cooperation and support of all students and their parents.
- receive the mutual respect of students and their parents.

Teachers responsibilities are:

- to establish ground rules for class procedure.
- to explain these rules thoroughly and insist on adherence to them.
- to make rules and policies known to parents, whenever possible.
- to inform parents of pupil performance in accordance with school procedure.
- to prepare lessons and activities which maintain class interest.
- to recognize and respect each pupil's capacity for learning and insist on performance.
- to approach their assignments with enthusiasm.
- to enforce school regulations at all times and in all places. Good order throughout the school is carried into the classroom.
- to refer to the proper personnel those problems which appear to need specialized attention.
- to remember that respect is mutual. It is always earned, never sought or demanded.
- to maintain high standards of courtesy, fairness, and ethics in all relationships with students, parents and colleagues.
- to utilize all student services available to the school in meeting each student's educational needs.
- to be knowledgeable of the rules, regulations and policies of the school board and the school.
- to adhere to the terms of their contracts, including those unwritten obligations of professional integrity, with emphasis on the student rather than on the subject.

OHIO LAW AND DISTRICT POLICIES REQUIRE TEACHERS TO.... REPORT ALL CASES OF SUSPECTED CHILD ABUSE TO THE PROPER AUTHORITIES; REPORT SERIOUS INCIDENTS INVOLVING SAFETY AND STUDENT MISBEHAVIOR TO THEIR PRINCIPALS OR ADMINISTRATORS AS SOON AS POSSIBLE; PROVIDE STATEMENTS AND OTHER INFORMATION AS MAY BE NEEDED FOR THE COMPLETION OF REPORTS INVOLVING THE SAFETY AND SECURITY OF STUDENTS AND STAFF.

Principal/Assistant Principal Rights and Responsibilities

The principal, as leader of an educational team, is responsible for providing professional leadership for members of his or her staff and, in some instances, for the community at large. The principal sets the tone of the school and, with the faculty, strives to create the best learning-teaching situation possible. The principal must have as a primary goal the creation and improvement of the teaching-learning situation for the student. The principal is recognized as the chief administrator in the school and has responsibility for the implementation of all phases of the school's educational and activities programs.

Principals/Assistant Principals have the right to:

- work in an orderly and safe environment.
- receive the cooperation and support of all school personnel.
- receive the cooperation and support of all students and their parents.
- receive the mutual respect of students and their parents.

Principals/Assistant Principals responsibilities are:

- to exercise all authority necessary to ensure the orderly operation of the school.
- to ensure that all school matters be governed and handled within the dictates of professional ethics.
- to provide leadership, which will result in the definition of the goals of education in the specific school and be the catalyst that causes the staff to work zealously and harmoniously toward an effective education for young people.
- to encourage development of policies, which are sufficiently broad and flexible to permit teachers to make decisions concerning the educational process within the building.

- to facilitate self-improvement of staff through proper motivation and recognition of immediately achievable goals.
- to encourage involvement of students, teachers, and parents in all aspects of the school program.
- to have the authority to inspect lockers when the safety and welfare of students and staff members are concerned.

OHIO LAW AND DISTRICT POLICIES REQUIRE PRINCIPALS TO....REPORT ALL SERIOUS INCIDENTS TO THE DEPARTMENT OF OPERATIONS AND/OR THE LORAIN POLICE DEPARTMENT; REPORT ALL CASES OF SUSPECTED CHILD ABUSE TO THE PROPER AUTHORITIES; NOTIFY THE DEPARTMENT OF OPERATIONS WHEN POLICE OR ANY OUTSIDE AGENCY COMES TO SCHOOL TO CONDUCT AN INVESTIGATION.

II *School Visitation*

The Board of Education encourages the Lorain community to be active participants in the education of our children through school visitations.

To ensure the safety and security of the school community and an orderly process of visitation, the Board requires all community members to follow classroom, building, and District procedures when visiting schools. The District also reserves the right to decline visitation by any person who interferes with the educational process, invades the privacy of students, threatens the safety of any child or employee, or for any other reason deemed appropriate.

Whether attending an assembly, observing a classroom, or any other activity during the scheduled school day, all visitors must immediately upon entering a District building report to the main office or other designated area to sign in.

Parents and legal guardians may request a classroom visitation with their child at any time by reporting to the office and making a request to the principal or his/her designee. Upon approval, the parent or guardian will be required to sign in as a visitor and will be directed to the appropriate room by a school official.

Community members and others, who request a visitation in a classroom other than their child’s room, must complete at least two days in advance the “Request to Visit” form which includes the number of visitors, frequency, duration, purpose, and visitor identification information. This does not apply to police, court representatives or other persons acting in an official capacity. Upon approval and appropriate advance notice, community members and others should report to the office, sign in, and be directed by a school official to the appropriate location.

When possible, the principal will notify and/or confer with appropriate teachers when approving visitation requests.

Because of space restrictions, generally not more than two adult visitors will be permitted to observe a particular classroom at one time. When visiting classrooms or other District facilities, visitors must comply with safety procedures.

Appeals of visitation denial should be submitted to the Superintendent.

Any unauthorized person on school property will be reported to the principal or Superintendent. The person may be asked to leave and/or the police contacted. Failure to leave when asked will subject the person to criminal charges.

[Ref: Policy KK]

III *Assignment of Students to Schools*

School district boundaries within the Lorain City School District shall be established by the Superintendent and confirmed by the Board of Education.

In establishing such boundaries, due consideration shall be given to the capacity of buildings, size of classes, distances, topography, etc. Students shall attend the school in the district in which they reside, except that a student changing residence during the second semester may complete the year at the school which he/she has been attending. In such cases, the parents will be responsible for transportation. A senior who has been in a Lorain City high school his/her full junior year may continue to attend the school and be graduated with his/her class although his/her legal residence changes after the opening of school.

A high school student may, with the approval of the Superintendent or designee, attend a high school outside his/her district of residence in order to receive instruction in programs not offered in the high school of his/her district of residence. Students may also attend schools outside of the residential area when approved for a racial balance transfer providing that they positively affect the racial balance of both schools.

The Superintendent may assign any student, including a non-resident pupil, to any school irrespective of the place of residence of the pupil, if, in his/her judgment, the welfare of the child or other children requires such assignment. A pupil may be allowed to attend another school outside the one of his/her residence if the pupil will be best served for health reasons. In such a case, a doctor's written recommendation is secured and confirmed by the school doctor and the Superintendent.

[Ref: Policy JECC]

IV *Attendance*

The Lorain City Schools' Board of Education requires and encourages regular attendance and punctuality so that students may maximize their opportunity for learning. The State of Ohio requires that every child between the ages of six and eighteen attend a school, and the Lorain City Schools Board of Education requires every child of school age to attend school every day that school is in session unless the child is ill or has another legitimate reason for being absent.

Allowable Absences

Students who are absent shall provide documentary and valid evidence to school officials that such absence was for one of the allowable reasons listed below. Students may, within a reasonable amount of time, make up any schoolwork missed as a result of an excused absence. The following reasons shall comprise legitimate reasons for absence:

1. Personal illness (May require documentation from health officials)
2. Family emergency (Written request from parent or guardian required)
3. Religious holiday (Must be recognized as such by the State of Ohio)
4. Court appearance (Documentation may be required)
5. Death of a relative within two degrees of affinity and consanguinity or of a close friend.
6. Other circumstances that are determined by the principal to lie within criteria established by the Superintendent shall constitute a valid and acceptable cause for absence.

Prohibited Absences

An absence which does not fall within the six reasons defined as excused shall be considered unexcused, or as an absence without legitimate justification or purpose. The student shall be required to make up all work missed during the absence.

Notification of Absence

When a student under the age of eighteen is absent from school for any reason, the student's parent or guardian is required to telephone the school after school commences and provide the reason for the absence. In accordance with the statute, if such a telephone call is not made, or the school is not otherwise informed, a designated school employee shall contact the parent/guardian to ascertain the reason for the student's absence. Students over the age of 18 may telephone the school on their own behalf the morning of their initial absence.

Extended Excused Absence

If a student is absent or is expected to be absent from school for an extended period due to illness or injury the school shall be notified so that arrangements may be made for some form of home instruction, if available.

Prearranged Absence

When a student must be absent from school due to a family trip, college visitation, religious activity or some other requirement, arrangements shall be made with the school at least one week prior to the absence. Even though some of these absences may be considered as unexcused, make up work and class credit will be granted if appropriate contact is made with the school prior to the absence.

Punctuality Requirement

All students are expected to be in school and in class on time. Students who are tardy to school must report to the school office for admittance. Students who are habitually tardy will be subject to disciplinary action as described in the Student Code of Conduct.

Early Dismissal from School

A student may receive an early dismissal from school for reasons of illness or emergency at home. The parent or guardian shall report to the office to pick up or arrange for the student to be picked up prior to an early dismissal being granted. A student is not allowed to leave school alone or without parental request for an early dismissal. All early dismissals are authorized through the principal's office.

Permission to leave school property may be granted by the principal or his/her designee. Students shall have the principal's or his/her designee's signature on a note before leaving the building. Students must

never leave the building during their scheduled class hours without authorization from the principal's office.

Recognition for Good Attendance

Principals shall develop and implement a program to recognize and encourage good attendance in each building.

Student and Parent Notification of Policy

The Board directs that procedures be developed and implemented to insure that the above attendance policy is implemented uniformly in the school buildings. Each student and parent shall be informed annually of this policy and the procedures necessary to implement it.

[Ref: Policy JED]

Truancy

It is not possible for students to benefit from the Lorain City Schools if they fail to come to school and participate in classroom learning activities.

The Board desires to reduce truancy through cooperation with parents, diligence in reversing the causes of absence and by establishing strict guidelines in regard to tardiness and unexcused absence. This policy is developed specifically to deal with students who are "habitual truants" and "chronic truants" and to prevent prohibited absences.

A "habitual truant" is any student of compulsory school age who is absent without legitimate excuse for five or more consecutive school days, seven or more school days in one month or twelve or more school days in a school year.

A "chronic truant" is any student of compulsory school age who is absent without legitimate excuse for seven or more consecutive school days, 10 or more school days in one month or 15 or more school days in a school year.

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, an assigned school official is required to investigate any case of supposed truancy within the district. If found truant, the student must be warned and the student's parent shall be informed in writing of the legal consequences of being a "habitual truant" or "chronic truant". The notice must also inform the parent, guardian or other person having care of the student that he/she shall enforce the student's attendance at school without exception.

When it has been determined that a student has been truant and that the parent, guardian or other person having care of a student has failed to ensure the student's attendance at school after being notified, the Superintendent may require the parents to attend a specified parental educational program established according to the rules adopted by the State Board of Education. Therefore, if directed by the Superintendent, the attendance officer must send notice requiring the student's parent to attend a parental education program.

Disciplinary Action for Habitual/Chronic Truancy

Upon the failure of the parent, guardian or other person having care of the student to cause the student's attendance at school, if the student is deemed to be a habitual or chronic truant, the District is required to do either or both of the following:

1. Take any appropriate action as an intervention strategy. The intervention strategy may include any or all of the following:
 - A. Assigning the truant to an alternative school.
 - B. Designing and providing a truancy intervention program.
 - C. Notification of the registrar of motor vehicles as provided under ORC 3321.13 and/or
 - D. Taking legal action pursuant to ORC 2919.222, 3321.20 or 3321.30.

2. Filing a complaint with the proper county juvenile court. If a complaint is filed, it shall allege that:
 - A. The student is unruly for being a habitual or chronic truant, or is a delinquent student for being a habitual or chronic truant who previously has been adjudicated an unruly student for being a habitual truant and
 - B. The parent, guardian or other person having care of the student has violated ORC 3321.38.

[Ref: Policy JEDA]

Unexcused Absence/Truancy Hierarchy

- 1st - Unexcused absence – phone contact to parent
- 2nd - Unexcused absence – phone contact to parent
- 3rd - Letter to parent explaining that any future unexcused absence will result in a mandatory parent conference. Failure to attend the conference within three days and/or failure to correct attendance issues will result in a court referral.

Exclusions and Exemptions from School Attendance

A child of compulsory school age residing in the Lorain City School District may be legally excused from public school attendance by:

1. Holding a full-time Age and Schooling Certificate and having a full time job.
2. Receiving approved home instruction.
3. Attending a private or parochial school.
4. Having graduated from an approved high school.
5. Having a GED certificate or pursuing there of.
6. Receiving approved Home Education.

[Ref: Policy JEG]

Student Dismissal Precautions

Permission for a pupil to leave school when school is in session, if requested by a parent/guardian, will require approval by the principal or his/her designee.

Release of a student to a non-custodial parent will be granted only after consent from the custodial parent or a court order has been received by the principal or his/her designee.

Independent students may sign for themselves.

[Ref: Policy JEDB]

V Student Promotion/Retention

The decision to retain any student is made only after careful study, evaluation, and all other interventions have failed. Research indicates that retention is not an effective intervention for the majority of students. While some individual students may benefit, no study has been able to predict accurately which children will gain from being retained.

The promotion of each student will be determined individually and should take into consideration the following factors: attendance, age, standards met, assessment results, and assignment to special programs as measured by valid and reliable tests or other measures. All K-8 retention decisions shall be made by a Child Study Team consisting of at a minimum the classroom teacher, parent, principal, and a counselor or psychologist. Others may serve on the team at the sole discretion of the principal.

The decision to promote or retain a student demands continuous analysis and study of the student's cumulative records so that guesswork and conjecture may be reduced to a minimum and decisions will be made as objectively as possible. A student in danger of being retained in grades K-8 may be recommended for assignment to the next academic level after evaluation by the Child Study Team. Circumstances to be addressed may include attendance, age, standards met, assessment results, and assignment to transitional and other special programs.

Parents have the right to refuse retention or promotion. A letter from the parent must be submitted, signed, and filed in the student folder.

[Ref: Policy IKE]

VI Legal/Educational Rights

Students, like all citizens, have rights guaranteed by the Constitution of the United States. Most often, the First Amendment and the Fourteenth Amendment apply in school situations.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way he/she exercises his/her rights, and he/she must accept the consequences of his/her actions and recognize the boundaries of his/her rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students in public schools of the District and the responsibilities that are inseparable from these rights:

1. Civil rights - including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension and expulsion.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, in respect to the student's school records.

A copy of the Student Code of Conduct will be posted in each of the schools and provided to each student. This code describes in detail the offenses such as truancy, tardiness, property damage, etc., for which disciplinary action may be taken. Copies of the code are available for any parent in the Lorain City School District.

HIPAA (Health Insurance Portability and Accountability Act of 1996)

The Lorain City Schools, otherwise known as LCS, has adopted this policy to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191 August 21, 1996, and the privacy regulations, as well as to fulfill our duty to protect the confidentiality and integrity of confidential protected health information as required by law, professional ethics, and accreditation requirements.

1. All Lorain City School officers, employees, and agents shall preserve the integrity and the confidentiality of individually identifiable health information (IIHI) pertaining to each student. This IIHI is protected health information (PHI) and shall be safeguarded to the highest degree possible in compliance with the requirements of the security and privacy rules and standards established under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
2. With the exception of uses and disclosures for treatment, payment and healthcare operations and disclosures for purposes identified in HIPAA such as public health, health oversight and certain law enforcement requirements, no Lorain City School officer, employee, or agent shall use or disclose an individual's PHI without written, valid authorization from the student or his/her legal representative.
3. The student or his/her legal representative has the right to revoke an authorization at any time verbally or in writing.
4. Under the HIPAA Privacy Rule, students have the same rights after death as they had while alive as it relates to uses and disclosures of PHI.

The Lorain City Schools personnel will ensure compliance and confidentiality regarding HIPAA.

1. HIPAA USER CHECKLIST

The Lorain City Schools' personnel will utilize the HIPAA USER CHECKLIST to ensure that the student voluntary authorization is in compliance with HIPAA. Personnel will review the HIPAA USER CHECKLIST, indicating we are in compliance with the core requirements for HIPAA. Personnel will check each item, print student's name, write health care worker's name, and complete review date.

2. Voluntary Authorization and Consent for Release of Information Form

Lorain City Schools personnel will obtain voluntary authorization and consent for release of information when necessary for educational purposes. The form contains the core elements of HIPAA. These are:

- a) A description of the information to be used or disclosed that identifies the information in a specific and meaningful fashion.
 - b) The description of the information is sufficiently specific to know which information the authorization references and only the information referenced is released.
 - c) The authorization includes the name or function of the person authorized to use or disclose the protected health information.
 - d) The authorization indicates the purpose of the disclosure and is to aid in making educational decisions.
 - e) The authorization has a specific expiration date. It is not more than 180 days from initial date of signature.
 - f) The authorization contains the signature of the parent/guardian, the date of the signature, and name of child.
 - g) The authorization states the individual has the right to revoke the authorization in writing, unless action has been taken in reliance upon the authorization, as well as instructions on how the individual may revoke the authorization.
 - h) The authorization must contain a statement that information used or disclosed pursuant to the authorization may be subject to re-disclosure by the recipient and no longer protected by federal regulation.
3. Lorain City Schools personnel will review our HIPAA policies and procedures on an annual basis. New personnel will be trained as part of their orientation. Receipt and completion of training is documented by having staff sign name, title/function and date. Personnel will receive a copy of the Lorain City Schools' HIPAA policies and procedures.
4. The Lorain City Schools' HIPAA Notice of Privacy Practices will be posted at each building.
5. The Superintendent of Lorain City Schools or designee is responsible for seeing that the privacy procedures are adopted and followed.
6. All student records containing individually identifiable health information are kept in a locked room. The Lorain City Schools Confidentiality Policy is part of our approved Management Plan. This assures restrictive access to files.

[Ref: Policy JOA]

Equal Educational Opportunities

All students of the Lorain City School District will have equal educational opportunities.

Students have the right to be free from discrimination on the basis of race, sex, marital status, pregnancy, national origin, physical handicaps, criminal record, political activity, religion, creed, or opinion, in all decisions affecting admissions, membership in school sponsored organizations, clubs, or activities, access to facilities, distribution of funds, academic evaluations, or any other aspect of school sponsored activities. Any limitations with regard to participation in a school sponsored activity will be based on criteria reasonably related to that specific activity.

[Ref: Policy JB]

Student Records

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or legal guardian(s) or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent is responsible for the proper administration of student records in keeping with Ohio Law and federal requirements, and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files that are included in the student's cumulative folder will be available to parents, guardians, or the student if he/she is over eighteen years of age. This request must be in writing and will be granted within seven calendar days. No records are to be removed from the school, and a principal, teacher, or other qualified school personnel must be present to explain any of the tests or other material. The administration will establish a fee for duplication of student records and mailing.

Access to records of a student by a non-custodial parent must be granted unless the custodial parent produces a court order that explicitly excludes the other parent from such access.

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a post secondary school. The student then becomes an "eligible student."

Teachers and other specifically authorized school personnel will also have the right to view these records; however, no person shall release, or permit access to, personally identifiable information other than directory information concerning any student.

Prior to each school year, the District will notify parents as to the content of directory information and that directory information will be released to representatives of the armed forces, business, industry, charitable institutions, other employers, and institutions of higher education unless a student's parent, guardian, custodian, or student over 18 years of age inform the school district in writing that any and all such information shall not be released.

Directory information includes a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation and awards received.

[Ref: Policy JO]

Student of Legal Age

Students may sign an adult student agreement in the attendance office after they have done the following:

1. Reached the legal age of 18.
2. Are living in their own residence.
3. Have pay-stub and rent receipt notarized.
4. Submit to the Superintendent or designee, the notarized pay-stub and rent receipt, a birth certificate plus a letter of intent to be an adult-independent student.
5. After receiving a note from the Superintendent or designee, confirming the adult status, the student will sign the agreement.

The agreement means that the student will be treated as an adult but with that treatment he/she will have all responsibilities of an adult status student.

[Ref: Policy JFD]

Marital/Parental Policy

Pregnant Students

Educational opportunities are part of the value system of a free society. In our increasingly complex and technological society, education is a prerequisite for the opportunity to lead a full and productive life. Therefore, the Board of Education of the Lorain City School district affirms the rights of a pregnant student and the father (if student) to continue her/his participation in the public school program.

As soon as the pregnancy is medically confirmed, the Board recommends that the student consult with a counselor or principal to plan her educational program. She may remain in her present school program with modification in scheduling as necessary until the birth of her baby is imminent. If her physician determines that home instruction is necessary due to her health, she will be advised to contact the Division of Teaching and Learning and may elect one of the following educational alternatives:

1. She may receive home instruction until her physician states that she is physically able to return to school. (Completion of paperwork necessary for approval)
2. She may enroll in an approved educational program where she can continue her education.

Every effort will be made to see that the educational program of all students (both male and female) is disrupted as little as possible; that all students receive health and counseling services, as well as instruction; that they be encouraged to return to school after delivery; and that each student is given every opportunity to complete the public school program.

Married Students

Married students of compulsory school age are subject to the compulsory attendance law. A married student may not be excluded from any extracurricular activity solely because he/she is married.

[Ref: Policy JFE/JFF]

VII *Student Rights During Investigation*

Criminal Investigation

Interrogation by Police:

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control. Therefore:

1. Whenever possible, police officers should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities will bring the youngster to a private room and the contact will be made out of the sight of others as much as possible.
2. The school principal or designee must be notified before a child may be questioned in school or taken from a classroom.
3. A school official or designee will be present when an interrogation takes place within the school.

4. After notifying the principal, a student may be removed from school or interviewed at school by legal authorities. Every effort will be made to give prior notice to the parents/guardian unless advised by legal authorities that prior notice is inappropriate.
5. The police department should always be notified by the school principal whenever a student is involved in any type of criminal activity. The school should not attempt to handle situations that are properly in the realm of the police department.

[Ref: Policy JFG]

Investigation of Child Abuse/Neglect

Reporting Requirements for All School Employees in Ohio

Ohio Revised Code 2151.421 states in pertinent part for all school employees:

- (A) (1) No person described in division...school teacher, school employee, school authority...who is acting in his official or professional capacity and knows or suspects that a child under eighteen years of age or a physically or mentally handicapped child under twenty-one years of age has suffered any wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect of the child, shall recklessly fail immediately to report or cause reports to be made of that knowledge or suspicion to the children services board, the county department of human services exercising the children services function, or a municipal or county peace officer in the county in which the child resides or in which the abuse or neglect is occurring or has occurred. (Emphasis added.)
- (C) Any report made pursuant to division (A)...of this section shall be made forthwith by telephone or in person forthwith, and shall be followed by a written report, if requested by the receiving agency or officer...
- (G) Anyone...participating in the making of reports under this section...shall be immune from any civil or criminal liability that otherwise might be incurred or imposed as a result of such actions.
- (I) (1) Any report made under this section is confidential.

This statutory reporting requirement obligates each school employee who knows or suspects of possible child abuse or neglect regardless of how long ago such abuse or neglect might have occurred to report immediately to the county department of human services or the local police.

Forms of child abuse and neglect (ORC 2151.03 & 2151.031):

Physical abuse: The nonaccidental injury of a child.

Neglect: Failure to act on behalf of a child. It is an act of omission. Neglect may be thought of as child-rearing practices which are essentially inadequate or dangerous.

Sexual abuse: Any act of a sexual nature upon or with a child. The act may be for the sexual gratification of the perpetrator or a third party. This would, therefore, include not only anyone who actively participated in the sexual activity, but anyone who allowed or encouraged it.

Emotional abuse: Chronic attitude or acts which interfere with the psychological and social development of a child. Emotional abuse is consistent and chronic behavior.

Physical neglect: Failure to meet the requirements basic to a child's physical development, such as supervision, housing, clothing, medical attention, nutrition, and support.

Emotional neglect: Failure to provide the support or affection necessary to a child's psychological and social development. Failure on the part of the parent to provide the praise, nurturance, love, or security essential to the child's development of a sound and healthy personality. The effects of extreme deprivation can be seen in the medical syndrome "nonorganic failure to thrive."

IMPORTANT: The Ohio Revised Code requires immediate reporting by school employees. This does not include or even permit school employees to investigate the probability of such a suspicion prior to making a report. Nor does the statute permit "delegating" the reporting responsibility to a principal or other school administrator. Rather, each school employee is required to immediately report suspicions of child abuse or neglect. Failure to report immediately subjects the individual school employee to liability.

At the time a child is abused or neglected, school employees and resources should be allocated on a priority basis to assist the child and to advocate what is in his/her best present and future interests. It is recognized that this is a crisis time for the child.

[Ref: Policy JHG]

Search/Seizure Procedures

The Board of Education recognizes that the privacy of students may not be violated by unreasonable search and seizure and directs that no student or his/her belongings and/or locker be searched unless it is in accordance with this policy.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official.

The lockers supplied by the Board and used by the students are the property of the Board of Education. Therefore, the lockers and the contents of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.

The Board directs that a notice be posted in a conspicuous place in each school building that has lockers, to read as follows:

"Lockers used by students remain the property of the Board of Education. Therefore, in accordance with Section 3313.20 of the Ohio Revised Code, all lockers and their contents are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule."

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search a student's person, or the property of a student when not contained in a locker (including student automobiles), with or without the student's consent, whenever they have reasonable grounds to suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history. Except in exigent circumstances, an intrusive search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender. Desks are property of the Board of Education for which students have no expectation of privacy, and may be searched by school authorities at any time with or without regard to reasonable grounds to suspect the search is requested to discover evidence of a violation of law or school rules.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the building principal and/or assistant principal. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search; the persons present when the search was conducted; any substance or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student until such time as it can be turned over to the proper authorities. Law enforcement officials and/or parent(s) of the student shall be contacted whenever appropriate.

Notwithstanding any other provisions of this policy, the principal of any school may search at any time the locker of any student and the contents of any locker of any student in the school if an emergency situation exists or appears to exist that immediately threatens the health or safety of any person, or threatens to damage or destroy any property, under the control of the Board and if a search of lockers and the contents of the lockers is reasonably necessary to avert that threat or apparent threat.

[Ref: Policy JFG]

VIII Student Civil Rights Compliance

Notice of Non-Discrimination

The Lorain City School District hereby gives notice that it does not discriminate on the basis of race, color, national origin, sex or disability in the educational programs and activities operated by the district.

Persons and offices identified below shall be responsible for compliance within the following areas:

Title VI

(Non-Discrimination on the basis of race, color or national origin)

Title IX

(Non-Discrimination on the basis of sex)

Section 504

(Non-Discrimination on the basis of disability)

Complaints should be referred to:

Mrs. Maria D. Sanchez, Deputy Superintendent OR
Charleston Administration Center, Rm. 19
2350 Pole Avenue
Lorain, OH. 44052
440-233-2274

Mrs. Jane Hawks, Associate Director
Charleston Administration Center, Rm. 16
2350 Pole Avenue
Lorain, OH. 44052
440-233-2314

Legal Refs: Title VI, IX, and Section 504

GRIEVANCE PROCEDURES FOR SECTION 504, TITLE VI AND TITLE IX COMPLAINTS

Grievance procedures for the prompt and equitable resolution of complaints by students, parents, and/or employees of alleged discrimination on the basis of race, color, national origin (Title VI) sex (Title IX) or handicap (Section 504):

Step 1 A person with a complaint based on alleged discrimination because of race, color, national origin, sex, or handicap will first discuss the problem with the Civil Rights compliance officer for Lorain City Schools.

Step 2 If the discussion does not resolve the matter, the individual grievant may file a written complaint, stating the nature of the issue, with the compliance officer.

Step 3 If the grievant is not satisfied with the compliance officer's written disposition of the complaint at Step 2 or if no decision has been rendered within ten (10) working days, the grievant may appeal, in writing, for a hearing with the Superintendent of Lorain City Schools or designee. The Superintendent of Lorain City Schools will, within ten (10) working days of receiving the written request, conduct a hearing with all parties involved in an attempt to resolve the complaint. The Superintendent of Lorain City Schools will render his/her decision within (10) working days of this hearing.

Step 4 If the grievant is not satisfied with the decision rendered by the Superintendent of Lorain City Schools, she/he may, within ten (10) working days, request in writing a hearing before the Lorain Board of Education. In an attempt to resolve the grievance, the Lorain Board of Education shall meet with the concerned parties within forty (40) working days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) working days of this meeting.

Note: It is not necessary to go through the District's grievance procedure before filing a complaint with the U.S. Department of Education. A complaint can be filed directly with the U.S. Department of Education at anytime. Complaints may be sent to:

*U.S. Department of Education, Team Leader, Office for Civil Rights
600 Superior Avenue East, Suite 750 Bank One Centre
Cleveland, Ohio 44104-2611*

IX *Student Code of Conduct*

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must adhere to school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations.

Students and parents annually receive information on the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violation of the student code of conduct is punishable.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

[Ref: PolicyJFC]

Disruption of the School Program

No student has the right to infringe on the educational opportunity of any other student or the rights of a teacher to provide the educational opportunity to every student. Students shall not use violence, force, explosives, firecrackers, squirting devices, threat, intimidation or any other action that would disrupt the orderly operation of the school program while on school property, including Board owned vehicles or while in attendance at any school sponsored activity. Detention, suspension, or expulsion could result depending upon the circumstances regarding the incident. Excessive talking or disturbances in the classroom, study hall, cafeteria, buses, or any other area of the school premises will be disciplined. The behaviors outlined should be viewed as representative of the misconduct that most frequently causes a disruption to the orderly educational process. These acts of misconduct are not inclusive.

Violation of the District’s Dress Code Policy

Students shall abide by the dress code while on school property, attending school or a school activity, or while participating in an extracurricular activity. Discipline for students violating the dress code will be determined by the school’s progressive discipline plan. Persistent violations will be considered defiance of authority and schools’ rules.

Cheating on Examinations/Plagiarism

Students shall not take and use another student’s answers on an examination, and/or take and use the writings and ideas of another and deceptively submit them as their own work in fulfilling a school assignment.

Falsifying Signatures

Students shall not sign the name of another person for purposes of defrauding school personnel.

Damage of Property

Students shall not cause or attempt to damage private or school property on school premises during the school day, during a school activity, function or school event on or off school grounds. The student and/or parent(s) will be held responsible for restitution and the student will be suspended or expelled.

Use, sale, or possession of marijuana, narcotics, drug paraphernalia, intoxicating liquors, look-alike or any mind altering substance, etc., or improper use of glue or other chemicals

Students shall not possess, use, transmit, conceal or be under the influence of tobacco, narcotics, or alcoholic beverages, not lawfully prescribed by a doctor while on school property, including Board of Education owned vehicles or while in attendance at any school sponsored and supervised activity. Possession, use, transmission, or concealment of look-alike drugs, or counterfeit drug paraphernalia controlled substances indirectly representing or falsely representing controlled substances such as those noted above are also prohibited.

Possession of Tobacco Products

Discipline will be imposed according to Board regulations. Refer to page 33.

Arson

Students shall not willfully and maliciously burn any part of any building or any property of the Board of Education or the property of anyone attending school or school activity. Students will not only be disciplined but law enforcement officials will be notified.

Pulling or signaling false alarm including making false bomb threats

Students shall not pull or initiate a false alarm or initiate a report of a fire or an impending bomb or other catastrophe without cause. A ten day suspension and recommendation for expulsion and notification of law enforcement authorities will result for violation of this section.

Possession or use of fireworks

Students shall not possess, use, or threaten to use any fireworks, explosives, or other such instruments capable of inflicting bodily injury. Students will be recommended for expulsion for violation of this section.

Threatening, fighting and/or unprovoked attack, physically striking another student intending to do harm

Students shall not by words, acts, or deeds directly commit violence or cause a disruption to the atmosphere of order and discipline necessary for effective learning or activities.

Threat or physical assault on another pupil to obtain money or other materials of value

Absolutely no bullying of any sort shall be permitted on school property especially to obtain money or other materials of value. Any student found in violation of this section shall be suspended and recommended for expulsion.

Threatening, striking, or assaulting any school employee

Students shall not threaten to strike or assault any school employee on or off school property. A violation of this section will result in request for expulsion.

Possession of weapons and/or weapon look alike

Students shall not possess, use, or threaten to use any instrument as a weapon capable of inflicting bodily injury. Knives of any kind will not be tolerated. Possession of any such object will result in a recommendation for expulsion and the police department will be contacted.

Theft – taking objects without owner’s permission

Students shall not take or acquire the property of others without their consent; this includes property owned by the Board of Education. Violations of this section will result in suspension and recommendation for expulsion.

Habitual use of profane language either verbal or in writing

Students shall not use profanity or obscene language or gestures while on school premises or Board of Education owned vehicles or any school sponsored activity.

Being truant from school

A student shall not be truant from school part or all of a day. This includes unexcused absences from study hall, class, or any other assigned activity. Cutting of any class or assigned activity will result in detentions for the first offense. Continuous violations of this section could lead to suspension and possibly expulsion. Students shall be present during all assigned activities during the school day including detentions.

Open or persistent defiance of authority and/or school rules and regulations

Any student who refuses to obey a reasonable request will receive detentions or suspension as determined by the Principal.

Sexual, racial, ethnic and religious harassment

No student may use sexually, racially, ethnically or religiously offensive speech or conduct towards another student, employee, or guest at a Lorain City School or while attending any school activity on or off school property.

Anti-Hazing

No student or group of students shall coerce another student to perform any act of initiation that may cause mental or physical harm.

Engaging in criminal conduct on school premises or at school events

No student shall engage in any criminal conduct on school property, including Board of Education owned vehicles or while in attendance at any school activity. Students will not only be disciplined for this violation, but the police department will be notified.

Computer “Hacking”

Unauthorized use includes:

- Use of district computers to gain unauthorized access to district or other databases including student, faculty, or district data files, without permission.
- Use of school computers, facsimile equipment, or other electronic devices to transmit, receive, view or display obscene, vulgar, sexually explicit or racist media.
- Use of the school computer network for soliciting or purchasing commercial materials and/or services of any kind.
- Use of the school computer to engage in participation in hate groups, to incite violence or aggressive action on the part of the student body or promote racial disorder.

In addition to any criminal penalties, students will be suspended and recommended for expulsion.

Gambling on school premises or at school events

Students caught violating this section will be suspended and recommended for expulsion.

Indecent exposure, sexual misconduct

Students shall not indecently expose their bodies or be involved in any sexual misconduct while on school property, or while attending any school activity off school property. Students found in violation of this section will be suspended and recommended for expulsion.

For misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee

Students will be suspended and recommended for expulsion if found to be involved in misconduct (i.e. use of profanity, threatening, attacking, scratching school employees' vehicle, etc.) towards a teacher or school official on or off school property. Furthermore the teacher or district official may file criminal charges against the student.

For misconduct by a student that occurs off district property but is connected to activities or incidents that have occurred on district property

Students will be suspended and may be recommended for expulsion for any misconduct that first occurred on school property and was continued on the way home from school.

Unauthorized use of electronic pagers or cellular phones and internet during school hours

Students shall not use these items without authorization and should not disturb the teaching and learning environment. It is recommended that electronic pagers and cellular phones be kept at home. Discipline will include confiscation of said items. Refer to pages 32-33

X Student Behavior and Discipline

When considering disciplining a student for violation of one or more of the offenses listed in the Student Code of Conduct, all procedures for suspension and expulsion must be followed. Students shall also be informed that the specific offense may result in these forms of discipline.

This section identifies four levels of offenses and the most severe disciplinary actions that may be taken in response to each level of offense. The most severe disciplinary action permissible may not necessarily be used in all instances. Persistent violation of offenses under any level may result in movement to the next level of corrective action.

Some behavior prohibited by the District's Student Code of Conduct is also prohibited by Ohio Criminal Law. Consequently, violation of the District's policy may result in the student being referred to the appropriate court of law. This reporting may be taken in addition to the discipline imposed by local school authorities.

Level I – Offenses

- Tardiness
- Violation of the District's dress code policy-Refer to page 31
- Possessing personal communication devices-Refer to page 31-32
- Cheating on examinations/plagiarism
- Falsifying signatures

Corrective Action

- Disciplinary measures other than suspensions may be used by the teacher/administrator to correct Level I offenses providing that it is a first time offense. Continuous violations of Level I offenses may warrant a suspension/expulsion.
- Level I offenses will result in detentions, in-school suspensions and optional classroom assignments. Disciplinary responses may include:
 - Teacher conference (with student alone or with parent(s)/guardian(s));
 - Principal conference (with student alone or with parent(s)/guardian(s));
 - Right of removal;
 - Parent/guardian contacted by telephone;
 - Detention;
 - Referral;
 - Behavioral contract

Level II – Offenses

- Disruption of the school program
- Being truant from school or class
- Habitual use of profane language either verbal or in writing
- Use of tobacco in any area under control of the District or at any activity supervised by District personnel-Refer to page 32
- Gang insignia/paraphernalia
- Continued or persistent Level 1 offenses

Corrective Action

- Any disciplinary options suggested under Level I may be applied for offenses under Level II.
- The Principal may utilize a school based agency or mediation programs for conflicts between students as appropriate
- The Principal or Superintendent may suspend a student for a period not to exceed ten (10) school days, following appropriate due process as specified in Ohio Revised Code 3313.66. Continuous violations of Level II offenses may warrant a suspension/expulsion.

Level III – Offenses

- Damage of Property
- Threatening, fighting and/or unprovoked attack, physically striking another student intending to do harm
- Threat or physical assault on another pupil to obtain money or other materials of value
- Use, sale, or possession of marijuana, narcotics, drug paraphernalia, intoxicating liquors, look-alike or any mind altering substance, etc., or improper use of glue or other chemicals
- Arson
- Pulling or signaling false alarm including making false bomb threats
- Threatening, striking, or assaulting any school employee
- Theft – taking objects without owner’s permission
- Sexual, racial, ethnic and religious harassment
- Computer “Hacking”
- Gambling on school premises or at school events
- Indecent exposure, sexual misconduct
- Persistent disregard of the student dress code

- For misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee
- Gang related activity
- Continued or persistent Level II offenses

Corrective Action

- The Principal or Superintendent shall suspend a student for a period not to exceed ten (10) school days, following appropriate due process as specified in Ohio Revised Code 3313.66.
- The student may be recommended by the proper administrator for expulsion
- Parents will be informed of any Level III offense committed by their child immediately by the administration of the school.
- Students receiving special education services require a manifestation team review for this type of behavior (see Section XI, Disciplining of Handicapped Students)
- Students who are found to have violated a Level III offense may be subject to an involuntary (principal initiated) transfer to another school. All transfers must be approved by the Superintendent or designee.
- If the actions giving rise to expulsion for any of the misconduct described above are committed by a student who is sixteen years of age or older and the student is convicted or adjudicated a delinquent child for a violation listed in ORC 3313.662(A) based upon such actions, the student may be permanently excluded from the District. The procedures for permanent exclusion are set forth in this handbook.

Level IV – Offenses

Commission of these offenses shall result in expulsion up to a period of one year and/or permanent exclusion from the District. The Superintendent may reduce the expulsion on a case-by-case basis in accordance with the Policy on Student Discipline. Matters, which might lead to a reduction of the expulsion period include: the student's mental and/or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the perpetrator.

- Possession or use of fireworks
- Possession of weapons and/or weapon look alike
- Trafficking in drugs on or at a school function
- Aggravated assault
- Rape or gross sexual imposition on or at a school function when the victim is a school employee

Corrective Action

- The Principal or Superintendent shall suspend a student for a period not to exceed ten (10) school days, following appropriate due process as specified in ORC 3316.66.
- The student shall be recommended by the proper administrator for expulsion.
- Parents will be informed of any Level IV offense committed by their child immediately by the administration of the school.
- Students receiving special education services require a manifestation team review for this type of behavior (see Section XI, Disciplining of Handicapped Students)
- Students, after required due process as specified in ORC 3313.66, found to have violated this section shall be expelled by the Superintendent. However the Superintendent may reduce the expulsion on a case-by-case basis in accordance with the Policy on School Discipline.
- If the actions giving rise to expulsion for any of the misconduct described above are committed by a student who is sixteen years of age or older and the student is convicted or adjudicated a

delinquent child for a violation listed in ORC 3313.662(A) based upon such actions, the student may be permanently excluded from the District. The procedures for permanent exclusion are set forth in this handbook.

- The Superintendent shall initiate expulsion proceedings for any student who has committed an act warranting expulsion under the District's policy on expulsion even if the student has withdrawn from school, for any reason, after occurrence of the incident that gives rise to the expulsion hearing but prior to the expulsion hearing or decision. If, following the hearing, the student would have been expelled had the student still been enrolled in school, the expulsion shall be imposed for the same length of time as would be imposed on a student who has not withdrawn from school.
- Students who are found to have committed a Level IV offense may be subject to an involuntary (principal initiated) transfer to another school. Such transfers must be approved by the Superintendent or designee.

XI *Student Discipline Procedures and Due Process*

Emergency Removal of Students

If a student's presence "poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the Superintendent, or a principal, or assistant principal may remove a student from curricular or extracurricular activities or from the school premises, and a teacher may remove a student from curricular or extracurricular activities under his/her supervision, without the notice and hearing requirements of suspension and expulsion as outlined in ORC 3313.66 (A&B). As soon as practicable after making such a removal, the teacher shall submit in writing to the principal the reasons for such removal.

If a student is removed under 3313.66 (C) from a curricular or extracurricular activity or from the school premises, written notice of the hearing and of the reason for the removal shall be given to the student as soon as practicable prior to the hearing, which shall be held within seventy-two hours from the time the initial removal is ordered. The hearing shall be held in accordance with 3313.66 (A) unless it is probable that the student may be subject to expulsion, in which case a hearing shall be held within seventy-two hours of the initial removal. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.

If the superintendent or principal reinstates a student in a curricular or extracurricular activity under the teacher's supervision prior to the hearing following a removal under 3313.66 (C), the teacher shall upon request be given in writing the reasons for such reinstatement.

[Ref: Policy JGDA]

Banning From Athletic and Other Extracurricular Events

Students who violate the student code of conduct during an athletic or other extracurricular event may be banned by the Superintendent, either for the remainder of his/her schooling or for a lesser specified period of time, from attending future athletic and other extracurricular events.

Conduct on School Buses

Although the Lorain City School District furnishes transportation in accordance with State Law, the law does not relieve parents or guardians from the responsibility of supervising their child until such time as the child boards the bus in the morning and after the time the child leaves the bus at the end of the school day.

Students on a bus are under the authority of and directly responsible to the bus driver or other responsible adults who have the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to adult authority will be sufficient reason for refusing transportation service to any student. Due process will be followed. Information about the school bus program is periodically made available to all parents through their children.

[Ref: Policy JFCC]

In School Assignment

A student may be removed from the classroom, for all or part of a day, to In School Assignment without written notice or the opportunity for a hearing.

Suspension Procedure

The Superintendent and principals shall be authorized to suspend a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension shall extend more than ten (10) school days. A student shall have the option to complete work assigned and/or due during the suspension period. Suspensions may extend beyond the end of the current school year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year.

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

The Codified Ordinance of Lorain, Ohio Section 509.12 (d), mandates that children between the ages six (6) and seventeen (17) who are under suspension or expulsion order are not permitted to be in any public place during regular school hours, unless they are accompanied or supervised by a parent, legal guardian, or responsible adult. In addition, suspended students are not permitted to attend or participate in any school activity during the period of their suspension.

The guidelines listed below are followed for all out-of-school suspensions.

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.
2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt is made to notify the parent (s) by telephone if a suspension is issued.
4. Within 24 hours, a certified letter is sent to the parent (s) stating the specific reasons for the suspension and including notice of the right to appeal such action.

5. Notice of this suspension is sent to:
 - a) Office of Teaching and Learning
 - b) Treasurer
 - c) Student's school record (not for inclusion in the permanent record).
6. Permanent Exclusion – If the offense is one for which the district may seek permanent exclusion, the notice shall contain that information.

Appeal Procedure

Should a student or a student's parent(s) choose to appeal the suspension, notice of appeal must be delivered to the Superintendent's designee within 10 days of the notice of suspension. The procedure for such is provided in regulations approved by the Board.

Appeal to the Court

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas. NOTE: Prior to the suspension of Special Education students, see Ohio Revised Code on Rights of Special Education Students.

[Ref: Policy JGD]

Expulsion Procedure

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student code of conduct. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. A student may be expelled for up to one year for firearms related or knife related incidents or for an incident which inflicts serious physical harm on a person or property occurring on or off school premises or at an interscholastic competition, extracurricular event or other school activity or program. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

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

The codified Ordinances of Lorain, Ohio Section 509.12 (d), mandates that children between the ages of six (6) and seventeen (17) who are under a suspension or expulsion order are not permitted to be in any public place during regular school hours, unless they are accompanied or supervised by a parent, legal guardian, or responsible adult. In addition, expelled students are not permitted to attend or participate in any school activity during the period of their expulsion.

The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative have the opportunity to appear before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three days nor more than five days after the notice is given. If an extension is granted, the Superintendent must notify the pupil and his/her parent, guardian, custodian, or representative of the new time and place for the meeting.

At the expulsion hearing, the student and his/her parent, guardian, custodian, or representative must be given the opportunity to defend against the charges. This defense does not extend to the defendant or his/her representative the right to confront and cross-examine the student's accuser. The pupil can be represented at the hearing by any individual, whether an attorney or not, since the statute refers to the right of representation rather than the right to counsel.

Within 24 hours of the expulsion, the Superintendent shall notify the parent(s) of the student and Treasurer of the Board. The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session.

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

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

Appeal to the Board

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. Should a student or a student's parent(s) choose to appeal the expulsion, he/she must do so, in writing, within 10 days of the notice of expulsion. They may be represented in all such appeal proceedings and are granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing which may be held in executive session at the request of the student or parent(s). The student may be excluded from school during the appeal process.

Appeal to the Court

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

Acts for which suspension or expulsion from school or school activity may be considered are:

1. Threatening, fighting and/or unprovoked attack, physically striking another student intending to do harm
2. Threatening, striking, or assaulting any school employee
3. Threat or physical assault on another pupil to obtain money or other materials of value
4. Possession of a weapon and/or weapon look alike
5. Use, sale, or possession of marijuana, narcotics, drug paraphernalia, intoxicating liquors, look-alike drugs or any mind altering substance, etc., or improper use of glue or other chemicals
6. Open or persistent defiance of authority and/or school rules and regulations
7. Damaging school property
8. Habitual use of profane language either verbal or in writing
9. Theft - taking objects without owner's permission
10. Failure to abide by corrective measures such as detentions for previous acts of misconduct
11. Possession of any tobacco product
12. Gambling on school premises or at school events
13. Being truant from school
14. Pulling or signaling a false fire alarm including making false bomb threats
15. Sexual, racial, ethnic and religious harassment
16. Possession or use of fireworks

17. Possession and/or discharging of tear gas or an OC (oleo resin capsicum) projector, commonly known as pepper spray
18. Indecent exposure, sexual misconduct
19. Unauthorized use of electronic pagers or cellular phones and internet during school hours
20. For misconduct by a student that occurs off of District property but is connected to activities or incidents that have occurred on District property
21. For misconduct by a student that, regardless of where it occurs, is directed at a District official or employee or the property of an official or employee
22. Engaging in criminal conduct on school premises or at school events
23. "Hacking" or other use of computers to gain unauthorized access to District or other data bases, including student, faculty, or District data files, without permission. In addition to any criminal penalties, students may have their computer privileges suspended
24. Use of school computers, facsimile equipment, or other electronic devices to transmit, receive, view, or display obscene, vulgar, sexually explicit, or racist media or to display information that advocates unlawful activities or provides guidance on the construction or production of weapons, illegal devices, or controlled substances
25. Use of school computer network with the intent to incite violence or aggressive and/or disruptive action on the part of the student body, use of slanderous language, or use of language that promotes racial disorder or sexual harassment and is disruptive to the school environment
26. Use of the school computer network for soliciting or purchasing commercial materials and/or services of any kind
27. Use of the school computer network to engage in participation in hate groups
28. Persistent disregard of the student dress code
29. Cheating on examinations/plagiarism
30. Falsifying signatures
31. Disruption of the school program

Handicapped students are subject to the conditions found in T28.02, T28.04 (B), and T28.08 of the Ohio Revised Code.

[Ref: Policy JGE]

Permanent Exclusion

The Superintendent has the authority to consider permanent exclusion of a student based on the severity of the offense and/or the number of prior offenses.

- 1) Permanent exclusion may be considered for a student 16 years of age or older who is convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school property or at a school sponsored function.
 - Illegal conveyance or possession of a deadly weapon or dangerous ordinance, carrying a concealed weapon, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance.
 - Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration. In addition, complicity in any of the above acts may be the basis for permanent exclusion.

- 2) If the Superintendent receives written notification that a student has been found guilty or is adjudicated delinquent for any of the listed offenses, he/she will determine whether the student's continued attendance in the District endangers the health and safety of other students or school employees or whether his/her attendance poses a danger or disruption to the District's graded course of study. If he/she determines that either danger exists, he/she may recommend that the Board adopt a resolution requesting the State Superintendent of Public Instruction to permanently exclude the student from attendance in any Ohio school. Written notice of the Superintendent's recommendation for permanent exclusion will be provided to the student and his parent, guardian or custodian.
- 3) In addition, complicity in any of the above acts may be the basis for permanent exclusion regardless of the location.

XII Disciplining of Students with Disabilities

Temporary Removal, Suspension, and Expulsion

The Board of Education recognizes that there are times when the misconduct of students who have identified disabilities warrants his/her removal from school or from certain school activities. The purpose of removing the student shall be to encourage a change in the conduct of the student and/or to prevent disruption of the academic process taking place in school.

When considering a temporary removal, suspension, or expulsion of a student who has an identified disability, it shall be necessary to determine the extent to which the student's conduct is "caused by" or had a direct and substantial relationship with the child's identified disability condition.

In accordance with due process protection for the handicapped as outlined in IDEIA Reauthorization of 2008 an IEP team must be established at the building level for the purpose of determining the relationship of the student's behavior to his/her identified disability.

To determine the relationship between the handicap and the behavior of the student, the I.E.P. team shall review all relevant information including:

1. Observations of the child
2. The child's I.E.P. and placement
3. The behavioral offense
4. Evaluation and other diagnostic information

Determinations are then made as to whether or not the behavior is or is not a manifestation of the identified disability.

If behavior is a manifestation of the identified disability, then the student's placement cannot be changed unless it is through the I.E.P. team process.

DRUG AND WEAPON EXCEPTIONS

If a student brings a weapon to school or to school functions or the child possesses, uses or sells illegal drugs then an alternative educational setting may be prescribed for not more than 45 school days.

ADMINISTRATIVE OPTIONS

1. School administrators may order suspension for not more than 10 days per school year.
2. Student Services may order a change of placement. This change may be to another setting or an appropriate interim alternative educational setting. This placement must allow the student to continue participation in the general curriculum and to continue to receive services outlined on the I.E.P. including services to modify behavior.
3. A behavioral assessment and a behavioral plan must be developed and implemented before or not later than 10 days after the disciplinary action.
4. A student with a handicapping condition cannot be expelled from school. If an expellable offense is committed an appropriate interim alternative setting will be ordered for not more than 45 school days.
5. If at the end of 45 school days it is still felt that the student is a danger to self and others, an extended period of time in an alternative setting will be prescribed if agreed to by the parents. Parents must be informed of the decision. If parents disagree with the determinations they have the right to request a hearing officer. The hearing officer is a state appointed official who will review the case and determine if the district has acted in accordance with law. In so doing the placement will be upheld or recommendations made for change.

If a hearing officer is requested the student's alternative placement will remain in effect until the outcome of the hearing or expiration of time in the alternative setting.

Students not yet determined eligible for special education and related services, who have violated the code of conduct, may assert protections of IDEIA Reauthorization of 2008. These are children whose parents have requested, in writing, evaluations and children for whom the district has requested evaluations or for whom a disability is suspected.

These provisions do not constrain the district from reporting the offense to the appropriate authorities. If reported the district shall ensure that the students' special education status and disciplinary records are transmitted as well.

[Ref: Policy JGEA]

XIII POLICY

Student Dress Code

The Lorain City School Board policy stipulates that school clothing shall exhibit good grooming standards and not distract from the educational process. The dress code will be enforced to ensure a school climate which is most conducive to educating and to learning. Parents and students are responsible for students' proper dress and grooming in compliance with the dress code while at school.

*Refer to the district website www.lorainschools.org for dress code and uniform updates. **School uniform guidelines are listed in the back of this book.***

Disciplinary Measures – Students violating the dress code will suffer the following outlined consequences:

1st Violation – Verbal warning and parent contact and appropriate dress required before returning to Class.

2nd Violation – One detention and/or in school suspension and parent contact and appropriate dress required before returning to class.

3rd Violation – Three detentions and/or in school suspension and appropriate dress required before returning to class.

Persistent violations will be considered defiance of authority and/ or school rules.

Student Identification Badges and Athletic Sporting Events

All LCS students in grades 7-12 (including digital academy students) must present their school identification badges upon entering all district sporting events.

Visiting students in grades 7-12 from other school districts must present their school identification badges upon entering all LCS sporting events. If the district does not issue school identification badges, driver licenses or other picture identification badges must be shown.

All students are encouraged to keep their school identification badges over the summer months so that they can attend August and September sporting events.

Personal Communication Devices & Emergency Contact of Students

The LCS Board of Education is committed to safe and secure learning environments in support of the District’s mission and vision. To that end, the Board of Education addresses with this policy the issue of “Personal Communication Devices & Emergency Contact of Students” in school buildings.

Due to the potential for disruption of the educational process, invasion of privacy, and safety concerns, student use of pagers, cellular telephones and “similar devices” shall follow the following criteria.

- Elementary, Middle Schools and High Schools – These devices are not to be turned on or visible in the school at any time during the school day.
- No student will be permitted the use of these devices during regular school hours. Students will be permitted to use these devices before and after the scheduled school day.

“Similar Devices” may include but not be limited to radios, tape players, CD players, MP3 players, etc. or any electronic device that can interrupt the educational process or that is determined by school officials to be inappropriate.

Students and their parents/guardians will be made fully aware of District policies regarding the use of personal communication devices through the use of student handbooks and/or mailings.

Parents and guardians will also be made aware by individual school authorities that students may be contacted in an emergency through the school's main office. Procedures for the emergency contact of students by parents or guardians will be well publicized and posted in the student and/or District handbook.

[Ref: Policy JFCK]

Tobacco Use by Students

The Lorain City Board of Education prohibits student smoking, use or possession of tobacco in any form, including, but not limited to cigarettes, cigars, clove cigarettes, chewing tobacco, snuff and any other forms of tobacco by any student in any area under the control of the district or at any activity supervised by any district school personnel. In addition, the District is compelled to follow the Ohio Criminal Revised Code 2151.87 which includes referrals to juvenile court, fines up to \$100.00 and/or suspension of the temporary instruction permit, probationary driving permit or driver's license.

Interventions and Penalties

Initial referrals will be made to the school administration with the intent to assist the student in overcoming addiction.

Violations will result in the following:

First Offense:

Mandatory attendance will be required at an educational seminar sponsored by the American Lung Association, American Cancer Society, City Health Department, or other similar health organizations approved by the Board of Education; or

The student will be removed from school for a three-day suspension and must be accompanied by a parent when returning.

Second Offense:

Mandatory attendance will be required at a smoking cessation seminar as stipulated in the first offense: or, the student will be removed from school for five days suspension and must be accompanied by a parent when returning.

Subsequent Offense:

The student will be suspended from school for ten days and must return with a parent for readmission. Repeat offenses will result in a recommendation for expulsion.

[Ref: Policy JFCG]

Student Publications

The Lorain City Board of Education encourages student publications as classroom-related learning experience in such courses as English, language arts in the elementary grades, and journalism and as an extracurricular activity. These allow for coverage of student activities and the writing and printing of original literary and artistic productions; however, certain necessary guidelines are established to regulate the publication and dissemination of student publications.

School-Sponsored Publications

School publications afford an educational experience for students interested in this activity and should provide an opportunity for the sincere expression of all facets of student opinion. These guidelines are as follows:

1. Faculty advisors advise on matters of style, grammar, format and suitability of materials.
2. The school publication reflects the policy and judgment of the student editors. Material of a controversial nature should not be prohibited unless it:
 - a) imminently threatens to disrupt the educational process of the school, to damage other individuals or to advocate conduct that otherwise is inconsistent with the shared values of a civilized social order (e.g., advocating drug or alcohol use);
 - b) threatens any person or group within the school or advocates unlawful discrimination;
 - c) advocates violation of the law or official school regulations;
 - d) violates any provisions of the Student Conduct (JFC) and Internet Safety (EDE) policies;
 - e) is considered false or libelous, based upon available facts; or
 - f) potentially harmful to juveniles or offensive according to community standards as to what is suitable for juveniles.
3. The final decision as to the suitability and professionalism of material rests with the Superintendent or designee. Efforts will be extended to consult with the principal, faculty advisor and student editor in the decision making process.

Nonschool-Sponsored Publications

Students who edit, publish and/or wish to distribute nonschool-sponsored handwritten, printed, or duplicated matter among their fellow students in the schools must assume responsibility for the content of the publication. Students may be restricted as to the time and place of distribution, or may be prohibited from distributing such publications. All non-school sponsored publications fall under the category of advertisements and/or solicitation and must adhere to appropriate Board policy.

[Ref: Policy IGDB]

Hazing/Anti-Hazing

Hazing activities of any type are inconsistent with the educational process and will be prohibited at all times. No administrator, faculty member, or other employee of the school District shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, may plan, encourage, or engage in any hazing.

Hazing is defined as doing any act of coercing another, including the victim, to do or initiate any act to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, and all other district employees will be particularly alert to possible situations, circumstances, or events, which might include hazing. If hazing or planned hazing is discovered, involved students will be informed by the discovering school employee of the prohibition contained in this policy and will be required to end all hazing activities immediately. All hazing incidents will be reported immediately to the Superintendent.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

[Ref: Policy JFCF]

Sexual Harassment and Violence

It is the policy of the Lorain City School District Board of Education that all students and employees of the School District have the right to attend school and work in an environment free of unlawful discrimination, which encompasses freedom from sexual or other discriminatory harassment. No employee or student, male or female, should be subjected to unsolicited and unwelcome sexual conduct in any form, verbal or physical. All persons associated with this school system, including but not limited to the Board, administration, staff, students, community members and third party providers, are expected to conduct themselves at all times so as to provide an atmosphere free from harassment. Accordingly, the school district will not tolerate any unlawful harassment and will make every effort to maintain schools free from unlawful harassment.

Further, the Board will not tolerate any relationships between students and employees of an intimate or sexual nature in accordance with Ohio Revised Code, Chapter 3319.31.

The Board has developed complaint procedures, which will be available to victims and has also identified disciplinary penalties that could be imposed for the offenders.

Discipline/Student:

When it is determined that a student has committed sexually harassing acts, the student shall be disciplined consistent with the policies and procedures found in the *Student Code of Conduct* administered by the Office of Teaching and Learning.

Complaint/Reporting Procedure:

Any employee or student who believes that he/she has been the subject of sexual harassment, and/or any employee or student, who has witnessed an incident, or incidents of sexual harassment, should report the matter(s) to the appropriate School District authority immediately.

Any employee or student who believes that he/she has been the subject of sexual harassment should immediately report the alleged act(s) to the building principal/department administrator, or the Superintendent's designee.

Allegations of sexual harassment perpetrated by a student of the Lorain City Schools shall be the jurisdiction of the Superintendent's designee, reported through the Office of Teaching and Learning.

Allegations of sexual harassment perpetrated by an employee of Lorain City Schools, or any third party working in the Lorain City Schools, shall be the jurisdiction of the Superintendent's designee, reported through the Office of Human Resources.

[Ref: Policy ACA]

XIV No Child Left Behind Act of 2001

The No Child Left Behind Act (NCLB) of 2001 was passed by the United States Congress and signed into law by President George W. Bush in January 2002. The NCLB Act is the most sweeping reform of the Elementary and Secondary Education Act (ESEA) since ESEA was enacted in 1965. It redefines the federal role in K-12 education and will help close the achievement gap between disadvantaged and minority students and their peers.

The NCLB Act is based on four basic principals:

- Stronger accountability for results
- Increased flexibility and local control
- Expanded options for parents
- An emphasis on teaching methods that have been proven to work

Highly Qualified Teachers

Parents may request information regarding the professional qualifications of their child's teacher including: if he/she has met state qualification and licensing criteria for the grade level and subject areas taught; if the teacher is teaching under emergency or temporary status in which state qualifications or licensing criteria are waived; the teacher's baccalaureate degree major, graduate certification, and field of discipline; where their child is provided services by a paraprofessional and if so, their qualification.

Unsafe Schools (Persistently Dangerous Schools)

The LCS Board of Education is committed to safe and secure learning environments in support of the district's mission and vision. To that end, the Board of Education addresses with this policy the issue of "persistently dangerous" schools. Such policy is required by any school district that receives funds under the No Child Left Behind Act.

As defined by the Ohio Department of Education, "persistently dangerous" as used in this policy means that a school has two or more violent criminal offenses, as determined by Ohio law, in or on school grounds, per 100 students, in each of two consecutive school years; however, in schools with 300 or fewer students enrolled, the school will be designated "persistently dangerous" only if 6 or more violent criminal offenses occur in each of two consecutive school years. Likewise, if a school has 1,350 or more students enrolled, the school will be designated "persistently dangerous" if 27 or more violent criminal offenses occur in each of two consecutive school years.

"Grounds of a public elementary or secondary school" as used in this policy also includes school bus transportation to and from school and school sponsored activities and designated school bus stops.

"Violent criminal offense" as used in this policy means that the student has been identified as the victim and the perpetrator has plead guilty to or been adjudicated or convicted of a violent criminal offense in an Ohio court.

On an annual basis, the Ohio Department of Education will notify school districts with the names of schools that meet the persistently dangerous designation. The school district will in turn, notify the parents who have children enrolled in a building designated as persistently dangerous. Any LCS building designated as persistently dangerous will submit and implement a school safety improvement plan. Such plans must be approved by the superintendent or designee.

A student attending a persistently dangerous elementary or secondary school in LCS, or who becomes the victim of a violent criminal offense, as determined by Ohio law, while in or on the grounds of LCS building during the time school is in session, or during school sponsored activities, shall be allowed to attend an elementary or secondary school within the school district that is not persistently dangerous, provided there is such a school in the district that offers instruction at the student's grade level. The same guidelines regarding school choice will be followed as for schools in academic "school improvement".

A school is no longer designated "persistently dangerous" when the rate of violent criminal offenses is less than 2 per 100 students or when schools with enrollment of 300 or fewer students have fewer than 6 violent criminal offenses and schools with enrollments of 1,350 or more students have fewer than 27 violent criminal offenses in a school year.

[Ref: Policy JFCL]

LEGAL REFERENCES

| | |
|-----------------------------------|--------------------------------------------------------------------------|
| Ohio Revised Code (ORC) | |
| Child Abuse Reporting | 2151.421 |
| Suspension, Expulsion | |
| Emergency Removal | |
| Permanent Exclusion | |
| Community Service | 3313.66 (A) (B) T28.02, T28.04 (B) T28.08 |
| Motor Vehicles and Licensing | 3313.66; 3321.12; 4507.061 |
| Controlled Substances | 2925.03 (Trafficking) |
| Tobacco | 3313.751 (C); 2151.87 |
| Compulsory Attendance Ages | 3321.191 |
| Assignment of Students to Schools | 3319.01 |
| Student Absence | |
| Excuses and Truancy | 3321.12 & 4507.061 |
| Habitual and Chronic Truancy | 3321.191 |
| Student Due Process Rights | 3313.66; 3313.661 |
| Student Conduct (Zero Tolerance) | 3313.20; 3313.534; 3313.661; 3313.662; 3301-35-03 |
| Hazing/Anti-Hazing | 2307.44 |
| Dangerous Weapons in the Schools | 3313.66, 3313.661; 20 USC 2701 et. Seq. Title IX 9001-9005; 18USC 921 |
| Marital/Parental Policy | 3321.01-3321.04; Federal Register, Title IX: 34 CFR 106 29.04 |
| Search and Seizure | 9.70, 2141.411; 3313.66; 3313.661; 3313.20 |
| Student Discipline | 3313.20; 3313.66; 3313.661; 3319.41 |
| Student Records | P.L. 93-380; 20SC1232g |

Student Dress Code

The Lorain City School Board policy stipulates that school clothing shall exhibit good grooming standards and not distract from the educational process. The dress code will be enforced to ensure a school climate which is most conducive to educating and to learning. Parents and students are responsible for students' proper dress and grooming in compliance with the dress code while at school.

The guidelines for determining what is appropriate for school are simple. If the clothing is too short, tight, ragged, revealing, controversial, or unsafe, it will be deemed inappropriate for school. Any dress or grooming that interferes with the cleanliness, health, welfare, or safety of the students, or that disrupts the educational process by being vulgar, lewd, and obscene or plainly offensive is prohibited. Sponsors of extracurricular activities may impose further restrictions if necessary. Principals, in conjunction with other administrators and teachers, are responsible for administering the dress code. Students may apply for an exemption from this policy if it interferes with a sincerely held religious belief.

Refer to the district website www.lorainschools.org for dress code and uniform updates

Schools Without Uniforms

Students are able to wear:

Shirts

- Students may wear crew neck t-shirts, polo-type shirts, or button-down front collar shirts
- Shirts can be long sleeve or short sleeve, but no sleeveless – solid sleeves only
- School related shirts will be allowed
- Clothing with vulgar, lewd, obscene or plainly offensive wording, logos or graphics will not be permitted
- No oversized sports/other jerseys, t-shirts or shirts
- Sweatshirts may be worn as long as there is no inappropriate wording. Sweatshirts with hoods are allowed. Hoods are not to be worn over the head at any time.

Pants

- All pants must be belted or tightened at the waist – no sagging
- Jeans are allowed with the exception of baggy jeans, hip-hugger or low-rise jeans – all skin must be covered
- Shorts must be 2 to 3 inches above the knee or longer
- Capri or crop pants are allowed
- Sweatpants can be worn as long as there is no inappropriate wording

Skirts

- Skirts must be 2 to 3 inches above the knee or longer
- No slits above the knee allowed
- Skorts must be 2 to 3 inches above the knee or longer

Shoes

- Shoes or sneakers must be worn at all times
- Sandals with heel straps are allowed
- No flip-flops/slippers
- No shoes without heel straps
- All shoes with laces must be tied at all times

General Attire

- Jackets and coats must be placed in student lockers prior to first period
- No head gear of any kind such as hats, caps, bandannas, visors, sunglasses, nylon headwear - head gear must be removed before entering the building - all head gear must be placed in student lockers prior to first period
 - Allowable head gear for girls – hair clips, scrunchies
- No camouflage patterns
- Torn, ripped, or cut-off clothing of any kind is not permitted
- No attire, jewelry or accessories promoting or advertising drug, alcohol, vulgar language, sex, violence, or gang paraphernalia or of a vulgar, lewd, obscene or plainly offensive nature will be permitted
- Studded jewelry or chains which can become a threat to student safety are prohibited
- No exposed undergarments – no bare midriffs or bare backs
- No back bags or back pack style purses-only small purse style – all book bags/back packs must be placed in student locker prior to first period
- No sleepwear
- No towels or hand towels

File: JFCAC-R
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ELEMENTARY SCHOOL UNIFORMS

Solid colored black and white collared shirts have been designated as common colors and may be worn at all schools which have uniform policies.

Lorain City School District/Elementary Schools

Garfield Elementary School

- Black, khaki, or navy pants, skirts, or jumpers (knee length or longer)
- White, navy, forest green collared shirt (polo shirt, oxford dress shirt)
- Athletic shoes, loafers, or oxford type shoes
- Uniform shorts for seasonal wear if preferred
- Belts are optional since pants should be fitted properly
- No jeans, no sandals, flip-flops, or open-toed shoes will be permitted
- No sweat outfits or t-shirts will be permitted
- Socks need to be worn

Lowell Elementary School

- Navy or khaki pants, skirt, or jumpers (knee length or longer)
- Any solid colored shirt that is collared shirt (polo shirt, oxford dress shirt)
- Athletic shoes, loafers, or oxford type shoes
- Uniform shorts for seasonal wear if preferred
- Belts are optional since pants should be fitted properly
- No jeans, sandals, flip-flops, or open-toed shoes will be permitted
- No sweat outfits or t-shirts will be permitted
- Socks need to be worn

Washington Elementary School

- Black, khaki, or navy blue pants, skirts or jumpers (knee length or longer)
- Black, white, navy blue, light blue, or yellow collared shirt (polo shirt, oxford dress shirt)
- Athletic shoes, loafers, or oxford type shoes
- Uniform shorts for seasonal wear if preferred
- Belts are optional since pants should be fitted properly
- No jeans, sandals, flip-flops, or open-toed shoes will be permitted
- No sweat outfits or t-shirts will be permitted
- Socks need to be worn

Toni Morrison, Lakeview, Irving, and Palm elementary school uniforms will be implemented in January 2009.

Toni Morrison Elementary School

- Black or khaki pants, skirts or jumpers (knee length or longer)
- Black, maroon, or white collared shirt (polo shirt, oxford dress shirt)
- Athletic shoes, loafers, or oxford type shoes may be worn
- Uniform shorts for seasonal wear if preferred
- Belts are optional since pants should be fitted properly
- No jeans, sandals, flip-flops, or open-toed shoes will be permitted
- No sweat outfits or t-shirts will be permitted
- Socks need to be worn

Lakeview Elementary School

- Khaki, navy or black pants, skirts or jumpers (knee length or longer)
- Any solid colored shirt that is collared (polo shirt, oxford dress shirt)
- Athletic shoes, loafers, or oxford type shoes may be worn
- Belts are optional since pants should be fitted properly
- Uniform shorts for seasonal wear if preferred
- No jeans, no sandals, flip-flops, or open-toed shoes will be permitted
- No sweat outfits or t-shirts will be permitted
- Socks need to be worn
- Preschoolers and kindergarten students are excluded from school uniform

Irving Elementary School

- Khaki, navy or black pants, skirts or jumpers (knee length or longer)
- Any solid colored shirt that is collared (polo shirt, oxford dress shirt)
- Athletic shoes, loafers, or oxford type shoes may be worn
- Belts are optional since pants should be fitted properly
- Uniform shorts for seasonal wear if preferred
- No jeans, no sandals, flip-flops, or open-toed shoes will be permitted
- No sweat outfits or t-shirts will be permitted
- Socks need to be worn

Palm Elementary School

- Khaki, navy or black pants, skirts or jumpers (knee length or longer)
- Any solid colored shirt that is collared (polo shirt, oxford dress shirt)
- Athletic shoes, loafers, or oxford type shoes may be worn
- Belts are optional since pants should be fitted properly
- Uniform shorts for seasonal wear if preferred
- No jeans, no sandals, flip-flops, or open-toed shoes will be permitted
- No sweat outfits or t-shirts will be permitted
- Socks need to be worn

[Approval date: September 24, 2007; Revised: June 11, 2008; July 8, 2008]

File: JFCAB – R
1 of 4

MIDDLE SCHOOL UNIFORMS

Solid colored black and white collared shirts have been designated as common colors and may be worn at all schools which have uniform policies.

LORAIN CITY SCHOOL DISTRICT/MIDDLE SCHOOL

General Johnnie Wilson Middle School

Boys and Girls

- Khaki or black pants (pants are not to be denim or athletic pants)
- Brown or black belt if the pants have belt loops. No large or oversized buckles
- Pants must fit at waist, being no more than one size larger than the child. No sagging!
- Long or short sleeved Burgundy or Black polo shirt. All shirts must be tucked in at all times for both genders. No shirts may be worn underneath the polo shirt.
- A solid colored burgundy or black button up or zip up sweater may be worn. The sweater must be plain with no writing, stripes or designs. **No hoodies, sweatshirts, or t-shirts may be worn.** No other colors may be worn.
- Athletic shoes, loafers or oxford type shoes may be worn. No sandals, flip-flops, backless shoes, etc... no other shoes may be worn.

Girls

- The last button must be buttoned on the shirt that comes down one inch below the clavicle (neck bone).
- Shirt must be long enough to be tucked in at all times. Skin should not be exposed when the student sits down.
- Capris, skirts and gauchos may be worn. Skirts must be no more than 2 inches above the knee

Boys

- Pants must fit at waist
- Shirts must be no more than one size larger than the child's fitting size

General Attire

- Jackets and coats must be placed in student lockers prior to first period
- Head gear (hats, caps, bandannas, visors, sunglasses, etc...) must be removed before entering the building
- Torn, ripped, or cut-off clothing of any kind is not permitted
- Studded jewelry or chains which can become a threat to student safety are not allowed
- No exposed undergarments-no bare midriffs or bare backs
- No back bags or back pack style purses-only small purse style-all book bags/back packs must be placed in student lockers prior to first period class
- No jewelry or accessories promoting or advertising drug, alcohol, vulgar language, sex, violence, gang paraphernalia or of a vulgar, lewd, obscene or plainly offensive in nature will be permitted

Longfellow Middle School

Pants/Skirts: Black, Khaki, or Navy

Belts must be worn in the proper place at all times and clothing must fit child: No more than one size larger than child

Shirts: Gray, Navy Blue, White, or Black

Must be collared polo or turtle necks, long or short sleeves tucked into pants or skirts.

Shoes: Athletic, Loafers, or Oxford

None of the following accepted:

- Tee Shirts
- Sweat Outfits
- Jeans or Jean Skirts
- Sandals, Flip-Flops or Opened-Toed Shoes

Girls

- The last button must be buttoned on the shirt that comes down one inch below the clavicle (neck bone).
- Shirt must be long enough to be tucked in at all times. Skin should not be exposed when the student sits down.
- Capris, skirts and gauchos may be worn. Skirts must be no more than 2 inches above the knee

Boys

- Pants must fit at waist
- Shirts must be no more than one size larger than the child's fitting size

General Attire

- Jackets and coats must be placed in student lockers prior to first period
- Head gear (hats, caps, bandannas, visors, sunglasses, etc...) must be removed before entering the building
- Torn, ripped, or cut-off clothing of any kind is not permitted
- Studded jewelry or chains which can become a threat to student safety are not allowed
- No exposed undergarments-no bare midriffs or bare backs
- No back bags or back pack style purses-only small purse style-all book bags/back packs must be placed in student lockers prior to first period class
- No jewelry or accessories promoting or advertising drug, alcohol, vulgar language, sex, violence, gang paraphernalia or of a vulgar, lewd, obscene or plainly offensive in nature will be permitted

Whittier Middle School

Pants

- Khaki or black pants
- No sweat outfits, jeans or jean skirts
- All pants must be belted at the waist-no sagging
- Pants designed without belt loops may be worn without a belt-no sagging
- Boys only-khaki or black shorts (no higher than 2 to 3 inches above the knee)

Skirts

- Khaki or black skirts and capris are allowed
- Skirts must not be higher than 2 to 3 inches above the knee
- No slits above the knee allowed

Shoes

- Athletic shoes, loafers or oxford type shoes may be worn
- No sandals, flip-flops, slippers, or open-toed shoes
- No shoes without heel straps
- All shoes with laces must be tied at all times

Shirts

- Red, green, or navy blue polo shirts with collar (long or short sleeve)
- Red, green, or navy blue buttoned down dress shirt with collar (long or short sleeve)
- Red, green, or navy blue sweaters -no hoodies
- No oversized shirts will be allowed
- Shirts must be tucked in and belted

Gym

- Plain white t-shirt
- Red/black shorts or red/black sweatpants
- Athletic shoes

Girls

- The last button must be buttoned on the shirt that comes down one inch below the clavicle (neck bone).
- Shirt must be long enough to be tucked in at all times. Skin should not be exposed when the student sits down.
- Capris, skirts and gauchos may be worn. Skirts must be no more than 2 inches above the knee

Boys

- Pants must fit at waist
- Shirts must be no more than one size larger than the child's fitting size

General Attire

- Jackets and coats must be placed in student lockers prior to first period
- Head gear (hats, caps, bandannas, visors, sunglasses, etc...) must be removed before entering the building
- Torn, ripped, or cut-off clothing of any kind is not permitted
- Studded jewelry or chains which can become a threat to student safety are not allowed
- No exposed undergarments-no bare midriffs or bare backs
- No back bags or back pack style purses-only small purse style-all book bags/back packs must be placed in student lockers prior to first period class
- No jewelry or accessories promoting or advertising drug, alcohol, vulgar language, sex, violence, gang paraphernalia or of a vulgar, lewd, obscene or plainly offensive in nature will be permitted

Approved: August 24, 2007

LORAIN CITY SCHOOL DISTRICT/HIGH SCHOOLS

Solid colored black and white collared shirts have been designated as common colors and may be worn at all schools which have uniform policies.

SHIRTS – (All shirts must be solid in color)

- All of the following clothing items must be white, blue, red, and yellow/gold
- Knit Polo shirts with collar and with or without pocket, can be long or short sleeve
- Tailored, buttoned-down oxford shirt with collar, can be long or short sleeve
- Knit long sleeved turtlenecks
- Plain crew neck sweatshirt, crew neck sweaters, cardigan sweaters and vests can be worn over a uniformed shirt
- Shirts must be tucked in
- Shirts must be your size and/or one size above
- Shirts must be buttoned
- Undershirts must be white, blue, red, or yellow/gold with no lettering

No hooded sweatshirts or jackets will be worn during the school day.

PANTS

- All pants must be tan, black or blue dress pants
- Female students will be allowed to wear capri pants
- No bell bottoms, no cargo pants/shorts or side pockets or side zippers
- All pants must be belted at the waist – no sagging
- Jeans are not allowed
- Dress pants must be within 2 inches of waist size

BELTS

- Conservative belts in brown, black, or blue
- No sparkly buckles, rivets, or medallion type buckles with logos/pictures

SKIRTS

- All skirts must be tan, black or blue
- All skirts may not be more than 2” above the knee, including those worn with leggings or tights
- Jean shorts/skirts or items made of denim fabric are not allowed

SHORTS

- All shorts must be tan, black or navy blue dress shorts
- All shorts may not be more than 2” above the knee

SHOES

- All shoes with laces must be tied at all times
- Shoes cannot have added graffiti
- Sandals with heels will be allowed
- No flip-flops/slippers
- No shoes without heel straps

GENERAL ATTIRE

- Jackets, hooded sweatshirts and coats must be placed in student locker prior to first period
- No head gear of any kind such as hats, caps, visors, sunglasses, nylon headwear – head gear must be removed before entering the building – all head gear must be placed in student lockers prior to first period
- Allowable head gear for girls – hair clips, scrunches
- Absolutely no bandannas in school
- Torn, ripped, or cut-off clothing of any kind is not permitted. No attire, jewelry or accessories promoting or advertising drug, alcohol, vulgar language, sex, violence, or gang paraphernalia and/or with an offensive or disruptive nature will be permitted
- Studded jewelry or chains which can become a threat to student safety are prohibited
- No exposed undergarments – no bare midriffs or bare backs
- No back bags or back pack style purses-only small purse style – all book bags/back packs must be placed in student locker prior to first period
- No towels or hand towels

[Adoption date: August 23, 2007]

LEGAL REFS.: ORC 3313.66.5; 3313.665

SEXUAL HARASSMENT COMPLAINT/REPORTING FORM

Name of person(s) you believe has harassed or was violent toward you:

| Category Description | (✓) | “What was said,” or describe event |
|-----------------------------------------|-----|------------------------------------|
| Made remarks with sexual connotations: | | |
| Made derogatory comments: | | |
| Told sexual jokes/stories: | | |
| Made sexual slurs: | | |
| Touched you in an unwelcome manner: | | |
| Interfered with your physical movement: | | |

Names of witnesses, if any, to the alleged incident(s):

Describe the incident(s) as clearly as possible, including such things as: what force (if any) was used, any verbal statements, what (if any) physical contact was involved. (Attach any additional pages, if necessary).

Where and when did the incident(s) occur?

Name of person(s) you believe was harassed or was violent toward another person:

Names of witnesses, if any, to the alleged incident(s):

Describe the incident(s).

Where and when did the incident(s) occur?

Complainant Name: _____

Home Address: _____

Home Telephone: _____

Remedy Sought: _____

Completed Sexual Harassment Complaint/Reporting Form should be returned to the Office of Human Resources for allegations of sexual harassment committed by an employee, or to the Office of Teaching and Learning for allegation of sexual harassment committed by a student.

4/19/04

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Parent (or eligible student) if you do not want your child's (your) directory information shared please complete the following and return it to the school your child attends (you attend) by October 9, 2008.

Name of Student: _____ **Date:** _____

School: _____

I choose not to have my child's (my) directory information shared.

Parent (or Eligible Student) Signature: _____

RELEASE OF STUDENT INFORMATION TO MILITARY RECRUITING AGENCIES

Under federal and state law, school districts are required to distribute lists of student names, addresses and telephone numbers to United States Armed Forces Recruiting Agencies.

However, the *Family Educational Rights and Privacy Act* and the *No Child Left Behind Act* mandate that parents and eligible students be offered an option to withhold the release of this information. If you wish to withhold the release of your child's (your) name, address and telephone number, you must complete the form below and return it to the school.

If this form is not returned to your child's (your) school, information such as name, address, and telephone number, will be released to United States Armed Forces Recruiting Agencies.

----- Tear-off -----

REQUEST TO WITHHOLD INFORMATION FROM MILITARY RECRUITING AGENCIES

DATE: _____ SCHOOL NAME: _____

STUDENT NAME: _____
(please print)

Social Security #: _____ PHONE #: _____

*I, the undersigned, recognize, that by signing this form, I am asking Lorain City Schools to **not** release the name, address, phone number, and other similar information, of the student listed above to any and all United States Armed Forces Recruiting Agencies.*

Signature: _____
(parent/guardian or eligible student)

Returned forms are to be kept on file in the high school office.

Parent/Guardian or Eligible Student: If you choose to complete this form, please return to your high school office.

MEDIA RELEASE FORM

Dear Parents:

Lorain City Schools may develop, participate in, or be the subject of media-based presentations, publications or events which highlight various educational, instructional, and promotional activities that take place during the course of the school year. The release at the bottom should be completed and returned if you **DO NOT** want your child's image, likenesses, voice or academic work utilized for publications, media-based presentations, and promotion of the District.

Examples might include:

- Videotapes (student or teacher generated video footage)
- Community presentations by Lorain City Schools staff members
- Live production such as video conferencing
- Web pages and WLCS TV Channel 20
- News broadcasts or news stories of various media
- Publications (newsletters, brochures, post cards, etc.)
- Publicity and advertising

NOTE: This release does not apply to public performances.

TO PARENTS:

If you **DO NOT** wish Lorain City Schools to use your child's image, likenesses, voice or academic work for any publications, media-based presentations, or promotion of the District, please fill out and sign the section below and return it to your child's school classroom. If you have additional questions regarding this form, please contact the Communications Office at 440.233.2203.

Child's Name (please print)

School, Grade and Homeroom

Parent or Guardian name (please print)

Home Phone

Parent or Guardian Signature

Date

TO TEACHERS:

Returned forms are to be **kept on file in the classroom**. Teachers should refer to their filed release form denials when communications staff member(s) and media personnel are present or at other times when student images, likenesses, voices, or academic work would be publicly promoted. The teacher should notify those individuals of any students who cannot be utilized. **A list of students who return the form should be forwarded to your building secretary.**

Parents: If you choose to complete this form, please return to your classroom teacher.

LORAIN CITY SCHOOLS
STUDENT CODE OF CONDUCT HANDBOOK

The Lorain City Schools Student Code of Conduct Handbook contains the basic rights and responsibilities and important facts and information regarding District policies.

My child, _____ and I have read and discussed the policies, rights, responsibilities and procedures contained in the Lorain City Schools Student Code of Conduct Handbook.

Return this signed and dated form to your classroom/homeroom teacher upon completion of your reading and discussion.

PARENT/GUARDIAN _____ DATE _____

STUDENT _____ DATE _____

TEACHER _____ DATE _____

COMMENTS

Please call your building principal if you have any questions.



Lorain City Schools

2350 Pole Avenue, Lorain, OH 44052
440.233.2271 www.lorainschools.org

Superintendent/CEO

Dr. Cheryl L. H. Atkinson

Board of Education

James Smith, President
Cynthia Miller, Vice-President
Paul Biber
Tony Dimacchia
Raul Ramos