

# WELCOME

The purpose of this handbook is to acquaint you with regulations and information common to the concern of all students attending DAHS. As you grow and mature, your experiences shall become the core of your total personality and character. Academic and social interaction should be a personal undertaking to maximize your involvement in your school to the limit which your ability and time allows.

It is a sincere desire that your time with us is memorable and rewarding. Knowing and understanding school procedures will help produce a positive atmosphere conducive to maximum personal development.

Mr. Keith Edenfield, Principal

## GENERAL INFORMATION

School Name	Lisbon David Anderson Junior Senior High School
Address	260 West Pine Street Lisbon, OH 44432
Phone	Office.....(330) 424 - 3215
	Fax.....(330) 424 - 1004
School Website	<a href="http://www.lisbon.k12.oh.us/">http://www.lisbon.k12.oh.us/</a>
OneView Portal	<a href="https://lisbon.esvportal.com/">https://lisbon.esvportal.com/</a>
School Colors / Accepted Mascot	Blue (Royal) & White / Blue Devil

## OFFICE PERSONNEL

		330-424-3215, then ext.
Mr. Keith Edenfield	Principal	3001
Mr. Kyle Bing	Assistant Principal/Athletic Director	3002/3004
Mrs. Sally Brammer	School Secretary	3000
Mrs. Christine Freeland	School Secretary	3010
Mrs. Lisa Baker	Student Services Coordinator	3005
Mrs. Kella Haren	School Nurse	3008

## FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 2020. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies are available from the building principal and on the District's website.

# 2020 - 2021 LISBON EXEMPTED VILLAGE SCHOOLS

**August, 2020**

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

**September, 2020**

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**October, 2020**

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**November, 2020**

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**December, 2020**

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**January, 2021**

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24	25	26	27	28	29	30
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- Regular School Days
- Teacher In-Service Days - NO SCHOOL
- NO SCHOOL
- Parent Teacher Conferences

**August**

- 19 Teacher In-service - NO SCHOOL
- 20 Teacher In-service - NO SCHOOL
- 24 First Day of School for Students

**September**

- 7 Labor Day - NO SCHOOL

**October**

- 1 Parent Teacher Conference Evening
- 2 Teacher In-service - NO SCHOOL
- 23 End of 1st Nine Weeks
- Days due - 43 + 3 In-Service Days + 1 PT

**November**

- 25 Compensatory Day - NO SCHOOL
- 26 Thanksgiving Recess (Nov. 26-27)

**December**

- 18 Last Day of classes Before Christmas Break (Dec. 21-Jan. 1) NO SCHOOL
- 18 End of 2nd Nine Weeks
- Days due - 37

**January**

- 4 School Resumes
- 4 Begin 3rd Nine Weeks
- 18 Martin Luther King Day - NO SCHOOL

**February**

- 11 Parent Teacher Conferences - Evening
- 12 Teacher In-service - NO SCHOOL
- 15 President's Day - NO SCHOOL

**March**

- 12 End of 3rd Nine Weeks
- Days due - 47

**April**

Spring Break (Apr. 2-5)

**May**

- 27 Last Day of School for Students
- 27 End of 4th Nine Weeks
- Days due - 51
- 28 Compensatory Day
- 31 Memorial Day

**Parent Teacher Conference Days**

October 1, 2020 Evening
February 11, 2021 Evening
1st Nine Wks - Aug. 24- Oct. 23 - 43 days
2nd Nine Wks - Oct. 26- Dec. 18 - 37 days
3rd Nine Wks - Jan. 4 - Mar. 12 - 47 days
4th Nine Wks - Mar. 15 - May 27 - 51 days

**February, 2021**

S	M	T	W	T	F	S
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**March, 2021**

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**April, 2021**

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**May, 2021**

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30	31					

**June, 2021**

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**July, 2021**

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24	25	26	27	28	29	30
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Adopted by the Board

# TIME SCHEDULE

Breakfast Program	7:30 AM - 7:55 AM
Academic sections of building opened	7:55 AM

<b>High School Bell Schedule</b>			
Period 1	8:05-8:55	Period 1	8:05-8:55
Period 2	8:58-9:39	Period 2	8:58-9:39
Period 3	9:42-10:23	Period 3	9:42-10:23
Period 4	10:26-11:07	Period 4	10:26-11:07
		Lunch	11:10-11:41
Period 5	11:10-11:51	Period 5	11:44-12:25
Period 6a	11:54-12:35		
Lunch	11:54-12:25	Period 6	12:28-1:09
Period 6b	12:28-1:09	Period 7	1:12-1:53
Lunch	12:38-1:09	Period 8	1:56-2:40
Period 7	1:12-1:53		
Period 8	1:56-2:40		

## **EIGHT PERIOD DAY TIME SCHEDULE**

Students should report to school in the morning as near to 8:00 a.m. as possible. Students are permitted into the main lobby of the building and the cafeteria only or if they have a scheduled appointment with a teacher. Under no circumstances are students permitted to enter academic areas before 7:55 a.m. without permission. Students arriving between 7:30 a.m. and 8:00 a.m. are to report directly to school. There should be no loitering in areas outside of school grounds. Students transported to the building by school transportation must enter the building upon arrival. No student may leave the building or school grounds upon arrival without notification by school personnel.

## **ALTERING THE TIME SCHEDULED DAY**

Rallies and assemblies are scheduled internally during the school day. When all school activities are held, standard procedure is a shortened period schedule. Periods 5 and 6 are not eliminated or shortened due to scheduled lunches. During high school or junior high only assemblies, class periods may be eliminated as necessary.

## **TWO HOUR DELAY**

A two hour delay may be used for inclement weather. During a two hour delay, buses will run two hours later than normal and school will begin at 10:05AM.

## **EQUAL EDUCATION OPPORTUNITY**

The Lisbon Exempted Village Schools provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity can reference the compliance notices on the District website. Additionally, the District webpage also includes policies for identifying and educating students and youth in foster care, homeless students, and students with disabilities.

## **STUDENT RESPONSIBILITIES**

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules. Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the student services coordinator or a school administrator. Adult students (age 18 or older) must follow all school rules.

## **STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

## **FIRE, TORNADO, AND SAFETY DRILLS**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases. Safety drills will be conducted three times per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students should be secured in the building, evacuated from the building, or some combination.

## **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The Lisbon Exempted Village School District maintains many student records including both directory information and confidential information. The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

## **MEDIA CENTER**

The media center offers a student a wide range of assistance in technology-assisted instruction. Not only do students have access to books and magazines, but availability is there for computer-assisted research, class projects, and much more. It is very important that students do nothing to jeopardize their usage of the media center. Students are to obtain passes to use the center. Passes can be obtained from a study hall supervisor or a classroom teacher. Poor behavior and/or other forms of disruption shall cause immediate removal and possible further denial of use of the center.

## **STUDENT SERVICES**

The Student Services Department is located in the administrative office. The student services coordinator is available to assist students. Student Services staff will help with all grade levels. Grade levels may be divided between the student services staff as necessary. Assistance is provided, but is not limited to, the following areas:

**adding/dropping classes**  
**work permits**  
**grades**  
**summer school**

**college/educational planning**  
**family incidents**  
**intervention (academic/crisis)**  
**vocational planning**

**personal matters**  
**scheduling**  
**testing**  
**withdrawals**

All discussions with the student services department are kept confidential. Students should seek student services staff during study hall, lunch, or before/after school.

## **CAFETERIA**

Lisbon schools participate in the National Breakfast and Lunch Program which provides free and reduced cost meals to eligible students. Free and reduced program forms are available in the high school and junior high school offices at the beginning of the school year. All students are allotted a 30-minute lunch period. Students are expected to show the same reserved behavior that would be used in any restaurant. Excessive noise and/or displays of rowdiness shall not be tolerated. All students are expected to clean up after themselves by picking up dropped trash, using the refuse containers and returning food trays.

**\*\*\*Subject to change\*\*\***

Student Lunch: \$2.60  
Reduced Lunch: \$0.40

Student Breakfast: \$0.95  
Reduced Breakfast: \$0.30

Adult Breakfast \$1.60  
Adult Lunch \$3.50

## **COMPUTER USAGE / ACCEPTANCE POLICY**

The Lisbon Exempted Village School District is pleased to make available to students access to computer systems within the district and the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities. In order for the school district to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. Students and parents/guardians must complete an acceptable use policy agreement form provided in the DAHS media center. The school district cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy and agreement as directed with the signatures of the student and his/her parents or guardians.

Technology has become commonplace in education. DAHS takes pride in the amount of technology-based instruction provided to the student. A concern, however, is misuse of this valuable instrument. Disregard of computer classroom regulations, abuse, or misuse of the technology or related equipment will result in immediate disciplinary action, ranging from loss of privilege to permanent exclusion from using school technology and / or the full range of corrective action.

## **LAPTOPS**

The 1-1 Initiative provides an individual laptop or netbook to be used for academic purposes throughout the school year. Although laptops are primarily used in science and English classrooms, other classroom teachers may also utilize them within the constructs of their curriculum. Laptop use in any classroom will be at the sole discretion of the teacher. Students will be permitted to use their laptop during study hall periods. Each student who is issued a laptop must submit an Acceptable Use Policy signature form. This form will permit students to take laptop home with them; otherwise students must pick up and drop off their laptop on a daily basis. The school district reserves the right to monitor any and all use of technology. This includes student usage, documents, and visited websites on the laptop. Students who violate technology usage will have privileges revoked immediately for a time period determined by administration.

## **CLASS RINGS**

For uniformity purposes, the sophomore class officers enter into an agreement with a ring company, who in turn comes to the school to display selections and take ring orders. Generally, rings are ordered in October and delivered in December. Costs vary depending upon size and metallic quality.

## **FEES & FINES**

Items on loan to a student must be returned in the same condition as when issued, other than for normal wear and tear. There will be a fee/fine charged for lost items, or items that are returned damaged or defaced.

Students are encouraged to show concern for school materials and supplies, as well as their own. Textbook replacement cost:

New thru 2nd year:	100% of original cost
3rd and 4th year:	75%
5th year on:	50%

**NOTE:** Cost may increase beyond listed % if the text replacement cost is higher.

## **CLASS/COURSE FEES**

**SENIOR HIGH (grades 9 - 12) STUDENTS:** There is no set fee for the student. Class fees depend upon courses taken. Class fees are established each year and are determined to parallel the cost of consumable items and/or laboratory supplies used by the student particular to a class. Some classes might have workbooks, which are necessary to be purchased by the student. To know the cost of materials for a class, students should inquire with the guidance department during scheduling or in the main office. Students should also be aware that in certain classes, special projects will increase their cost of consumables. For example, special projects in Computers, Arts, etc. A list of course fees can also be found on the website.

## **LOST & FOUND**

Students should check for lost personal items with the teacher in the area where the item was thought to have been lost. The second place to check is the office "lost & found". Although valuables and large amounts of money should not to be brought to school, students should take "found", items to the main school office. At DAHS, we promote pride in honesty and the respect each other's property as if it were our own.

## **ASSEMBLIES**

Assemblies are scheduled as necessary. Whether planned or spontaneous, each has its own purpose and students are to exhibit the behavior associated with the program, (pep rallies permit exuberance, while choir concerts, musical performances and Senior Awards programs demand respect and attention).

There is a seating arrangement for all assemblies and students are required to sit with their class assigned area unless otherwise directed. Upon conclusion of any program, dismissal is by rank order. During pep rallies, athletes first, then seniors, juniors, etc. In all others, seniors are dismissed first, followed by juniors, etc.

## **DRIVERS' EDUCATION**

Drivers' Education is taught through All Star Driving School. The course is taught after school at David Anderson. The Drivers' Education fee is due the first day of class. There is no credit given for Drivers Education. All costs associated with driver education are the responsibility of the student.

## **SCHOOL PICTURES**

At a time announced to the student body during the month of September, a photographer will arrive to take individual photographs of students. All students are required to have their picture taken. The photo is used for the school yearbook, the *Olympian*. Students not having their picture taken shall not have their picture in the yearbook. The photographer also offers picture packets for students to purchase.

**NOTE:** A separate contract is entered into with a photographer to take candid pictures at school activities. Seniors are encouraged to have their picture taken for the yearbook. Within the senior section, only seated head and shoulder shots will be accepted. These photos are provided free of charge by the contracted photographer.

## **CELL PHONES / ELECTRONIC DEVICES**

No student in grades 6-8 will be permitted to have their cell phone out during the course of the school day. This a high school (grades 9-12) privilege only. Any use of cell phones within a classroom will be at the discretion of the individual teacher at the high school level. Students caught talking or texting on their cell phones during unscheduled times will have their phone confiscated and privileges revoked for a period of time as determined by administration. All emergencies that may require a phone call are to be reported to the office where school personnel will assist the student.

Any and all electronic devices brought to school by students, such as cell phones, mp3 players, laptops, netbooks, tablet devices, electronic readers, gaming systems, etc... are the responsibility of the student. Students and parents should be mindful of the possibility of breaking or misplacing personal expensive property and/or the need to have such items at school during the school day.

Students are not permitted to take pictures of, or record audio or video of a staff member or a classroom without the consent of the staff member. Additionally, pictures, audio or video of a staff member or classroom may not be posted on social media websites (YouTube, Facebook, Twitter, etc...) without the consent of the staff member.

## **WORK PERMITS**

All students less than 18 years of age are required to obtain a work permit if desiring to be employed on a full or part-time basis. Forms for a work permit are available in the guidance department.

## **LOCKS & LOCKERS**

Each student is assigned a locker. Students are strongly encouraged to not give the combination to anyone. Because the lockers are a part of school property, they are subject to search and inspection by school officials at unannounced times. In addition, no signs, stickers, or posters of any type are to be placed on the outside of lockers. At the end of the year, lockers having to be cleaned or scrubbed to restore to original condition by the custodial staff shall have a cleaning fee assessed. Students shall be assessed the cost of replacement parts for lockers damaged or permanently marked/scratched. It is the responsibility of the student to retain locker combination information.

## **PERMANENT RECORDS**

The school maintains permanent student records. All pertinent information is kept in the student's file folder until graduation or withdrawal. Students can request transcripts to be mailed at no cost to the student, businesses or colleges, through the first summer following graduation. After graduation, there is a \$5.00 fee for all transcript requests.

## **EMERGENCY MEDICAL FORMS**

Law requires students, to complete an updated EMERGENCY MEDICAL FORM (EMF) each year. Without a completed EMF on file in the nurse's office, students shall be denied participation in any activity off school grounds including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. EMF information can be updated online using the OneView portal. This can be found at <https://lisbon.esvportal.com/>.

## **ATTENDANCE INFORMATION**

To understand the complete explanation and breakdown of Attendance and Absenteeism, check the school handbook. Information contained herein is concerned with day-to-day operations.

## **EARLY DISMISSAL**

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the school office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

## **TARDINESS TO SCHOOL**

Students reporting late to school (after the bell starting first period class - 8:05 a.m.), regardless of the entry time, must report to the assistant principal for an admit slip or the main office. Disciplinary action will follow students who report to a class without first reporting to the office for "check-in".

## **DAILY ABSENCE & ATTENDANCE**

The State of Ohio requires all persons between the ages of 6 and 18 to attend school. It is the responsibility of the parent and student to comply with state attendance laws. The state's acceptable reasons for "excused" absence from school include:

- \*Personal Illness/Quarantine**
- \*Medical Emergency**
- \*Court Appearance**

- \*Family Emergency**
- \*Religious Holidays**

The parent of a student who will be absent from school should notify the school between the hours of 7:30 AM and 8:05 AM stating the reason for absence. Upon return to school, the student must present to the Assistant Principal, a written note explaining the reason for an absence, signed by the parent or guardian. The student will then be issued a blue "Admit to Class" permission slip. The student is responsible for make-up work. For a continuous absence of 3 or more days, the student/parent may request work to be sent home.

## ATTENDANCE POLICY

Attendance is recorded in the office regarding absence from school and to determine whether the student is 1) excused, 2) unexcused, or 3) truant. Students should present the proper excuse to the attendance officer in the lobby upon their return to school. Students have 24 hours to present forgotten excuses before school disciplinary action is taken. Regardless of the reason for an absence, each classroom teacher keeps track of classroom attendance. If a student is absent more than 12 days in one semester, or 24 days through the course of the year in any one class, the student may be denied credit for that class, regardless of the grade earned. An appeal process exists for students denied credit.

## HABITUAL AND CHRONIC TRUANCY

**Excessive Absences** are defined as students being absent, **with or without a legitimate excuse**, for **38** or more hours in one month, or **65** or more hours in one year.

**Habitual Truancy** is defined as students being absent, **without a legitimate excuse** for **30** consecutive hours (5 days), or **42** hours in one month (7 days), or **72** hours in one year (12 days). Parents / guardians of students with excessive absences or those that are habitually truant will be contacted and required to meet with the school Attendance Intervention Team to identify solutions to truancy. Further truancy may result in a referral to Juvenile Court.

**Tardies:** Three (3) tardies equal one (1) absence without a legitimate excuse. Fifteen (15) tardies are the equivalent of five (5) absences without a legitimate excuse, and your child will be referred to the Attendance Intervention Team may be referred to Juvenile Court. See Habitual and Chronic Truancy above.

A Summary of the Major Provisions of **Ohio House Bill 410** detailing Habitual and Chronic Truancy is available on the school website at <http://www.lisbon.k12.oh.us/>.

## SAFETY AND SECURITY

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are loitering in the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. A person is stationed at the main entrance of the building to greet visitors and guide them to the office.
- G. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

## GUESTS

As a rule, the school does not allow students from other schools to "visit" DAHS. When circumstances would allow it, a "Visitor's Pass" must be obtained from the office. Guest permission requests must be submitted at least one day before the actual visit. **All visitors/guests must report to the main office before entering the main academic sections of the building.**

## ACTIVITIES

In order to attend school-sponsored activities after regular school hours as a spectator or participant, the student must be in school at least one-half of the school day. One-half day requires the student to be in attendance at least three class periods. This includes weekend activities (Saturday and Sunday), for which the immediate preceding Friday is the required day of attendance.

## SCHOOL DELAYS AND CLOSINGS

Should there be a need to delay or close school due to inclement weather or other reasons, parents and students should receive information from the all call system utilized by the school district. Information regarding delays and closures can also be obtained from local radio/television stations (WSOM, WELA, WKBN, WFMJ). Students should not rely on rumors.

## SPECIAL PERMISSION ABSENCES

On occasion, students will be permitted to leave school for a variety of reasons. This is allowed only with the ADVANCE PERMISSION OF OFFICE PERSONNEL (i.e.: Principal, Assistant Principal, and Student Services Department). Other types of special permission absences include college visits, field trips, competitions, military testing, etc. Regardless of the type, when advance notice for a school-related activity is given, the student is not considered absent from school. However, they shall be marked absent from the class missed.

## ILLNESS DURING SCHOOL

Students who become ill during school are to **report to the nurse's station or school office**. Under no circumstances should a student call for "outside school assistance" without the expressed consent of the administration. In general, students shall not be released from school without school and parent or guardian permission. Students are not permitted to leave school on their own or through their own determination of illness. Inability to reach a parent or guardian in time of illness shall be cause for the student to remain at school for the duration of the school day. Students with a medication order on file may carry inhalers and/or epi-pens as prescribed. Any prescribed or over-the-counter medications should be left with the school nurse in the original container to be distributed as necessary. Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the school office. Failure to comply may result in disciplinary action.

## MEDICATIONS

If your child requires prescription or over-the-counter medications to be given during the school day, certain information must be provided to the school from the parent(s)/guardian(s) and the physician (Ohio Revised Code 3313.713). Before any medication may be given at school, the parent(s)/guardian(s) and the physician must complete forms detailing instructions. Students with a medication order on file may carry inhalers and/or epi-pens as prescribed. Any prescribed or over-the-counter medications should be left with the school nurse in the original container to be distributed as necessary.

Students who must take prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should, determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.

C. All medications must be registered with the Nurse's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.

D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Nurse's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a back-up dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.

E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

G. The nurse will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the Nurse's Office. Physician authorization is not required in such cases.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the school office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

***Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.***

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Nurse's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

The Lisbon Exempted Village School District requires all students participating in school field trips to have written documentation to administer both prescription and over-the-counter medications during the duration of the field trip.

## **CONTROL OF CASUAL AND NON-CASUAL COMMUNICABLE DISEASES AND BLOOD-BORNE PATHOGENS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we want to notify parents of these requirements ahead of time. That way if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading. If you have any questions or concerns, please contact the school nurse or principal.

## **MANDATORY IMMUNIZATIONS**

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse.

## **WITHDRAWALS FROM SCHOOL**

Parents must notify the school office about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request. Prior to withdrawal the student will receive a "class clearance form" which each teacher must sign.

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18.

## **GRADE SCALE**

The following grading scale is to be used as a guide when computing on a percentage basis:

A...	93% - 100%
B...	85% - 92%
C...	75% - 84%
D...	65% - 74%
F...	0% - 64%

The following point grading scale is used as a guide when computing semester and final averages:

A...	3.50 – 4.00
B...	2.50 – 3.49
C...	1.50 – 2.49
D...	0.50 – 1.49
F...	0.00 - 0.49

## **INCOMPLETE GRADES**

There may come a time at the end of a grade period when a student is excused from school due to illness or extenuating circumstances. In such cases, the student will be issued a grade "I", signifying an incomplete requirement for the class of absence. A student must complete all make-up work upon return to school within the following time line: the number of consecutive days absent from school, plus one. No "make-up time" shall exceed ten (10) days, regardless of the days missed. (Ex: student is absent 4 continuous days - make-up time is 5 days) Students are encouraged to keep up with the class through home instruction when absence is continuous beyond three days.

## **HOMEWORK**

Homework is work to be completed at home. Poor study habits are generally considered the greatest instructional roadblock a student encounters. Learn to regulate your time. Take study materials home so that you can return to school prepared for the next day's academic activity.

## **HONOR ROLL/MERIT ROLL**

Academic excellence is rewarded through placement on the Principal's Honor Roll or Merit Roll. Minimum academic requirements during each grading period are: **HONOR ROLL:** No letter grade less than "B", and at least a 3.5 GPA. **MERIT ROLL:** No letter grade less than "C", and at least a 3.0 GPA

## **PROGRAM OF STUDIES**

The program of studies demands a continuous sequence of classes from one grade to the next. Students can be "placed" in a particular course of study based upon past academic performance. The major courses of study offered are:

- 1. College Preparatory**
- 2. General/Vocational**

Following a given course of study assures the student of completing all requirements necessary for graduation.

## **SCHEDULE AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the student services department. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change. Students requesting a class withdrawal or class audit must do so by the interim of the 1<sup>st</sup> nine weeks of the course taken. Otherwise, the class will reflect a withdrawal failing grade.

## **HARASSMENT / BULLYING / CYBERBULLYING**

The Lisbon Exempted Village School District will investigate each and every instance of suspected harassment, intimidation, or bullying, as defined by the ORC 3313.666 as "Any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both: (a) causes mental or physical harm to the other student; (b) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student," and punish students accordingly, with the possibility of suspension, in instances of bullying or cyber bullying. Cyber bullying involves bullying by the use of cell phones, computers or other electronic communication devices. Staff, students, and parents are asked to promptly contact the appropriate administrative or guidance offices in cases of suspected bullying, and may do so anonymously. Bullying or cyber bullying instances to be investigated involving Lisbon students are not limited to those taking place at school during the school day, but also extend to include those at school related events or functions, those occurring on the school bus, or those occurring off of school property but related to school activities. For more comprehensive details involving bullying/cyber bullying, please reference the board policy 5517.01 on the district's website. Please call the Safe Schools Hotline 1-855-631-4608 to anonymously report bullying incidents or other unsafe situations.

## **MEMORANDUM TO PARENTS REGARDING DRUG-FREE SCHOOLS**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

## **CORRECTIVE ACTION**

To assist the staff, the school recognizes various forms of corrective actions that may occur at the violation of the Code of Conduct. The system is a Progressive Corrective Action System in which consequences increase as a student continues to violate the Code of Conduct. A Progressive System also allows students to revert to less severe consequences for minor infractions as time passes. Also, more severe violations may not begin at the least severe corrective actions: These corrective actions are:

## **INFORMAL CORRECTIVE ACTIONS:**

Informal discipline takes place within the School. It includes, but is not limited to: conferences, writing assignments, change of seating or location, before school, lunch-time or after-school detention, in-school discipline, Saturday school.

- 1. CONFERENCES:** Private meetings with students which reinforce positive behavior. Giving explanations why selected types of behavior are unacceptable. Conference may occur between students and teachers, students and administrators, students and counselors, or any combination of these.
- 2. CONTACTING HOME:** Staff should contact the parent/guardian of a student who has continuously exhibited problematic behaviors in order to notify the parent/guardian of the behavior, and to allow the parent/guardian to assist to correcting the behavior(s).
- 3. DETENTION / INTERVENTION:** Keeping students after the school day. Detentions are assigned when repeated warnings and conferences do not accomplish positive results. After School Intervention is typically held one day a week for one hour after school. Parents will be notified in advance, and will need to provide transportation home after the intervention.
- 4. SATURDAY SCHOOL:** Assigning student to a time period of academic studies on Saturdays. To be used as an intervening, yet more forceful step between detention and suspensions. These are to be assigned through the office.
- 5. LOSS OF PRIVILEGES:** Loss of Privileges refers to upcoming activities, performances, events or field trips that are offered to either the entire school population or a section of the school population. The student's behavior is such that the administration and staff feel that either the student may be problematic at the event or the student's recent behavior should prohibit them from attending extracurricular functions that often serve as rewards for positive student behavior.
- 6. CORRECTIVE ACTION REASSIGNMENT (IN SCHOOL SUSPENSION):** The student is retained in school but is reassigned to a single classroom under direct supervision. The student is given regular classroom assignments and is credited with all work completed.

## **FORMAL CORRECTIVE ACTIONS:**

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Expulsions may carry over into the next school year.

- 7. EMERGENCY REMOVAL:** 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 in a classroom or elsewhere on the school premises, the building principal may remove the student from the school premises, or from any curricular or extracurricular activity on the school premises. The removal will be preceded or followed by a meeting between the student's parents/guardians and building principal to determine further disciplinary measure.
- 8. SUSPENSION:** Suspensions are used for "major" disruption problems. In accordance with school law, only the principal can suspend a student from school or class. The maximum length of suspension for any offense is ten (10) days. An External Suspension - Because of a major infraction, or, because of repeated minor infractions, a student may be denied the right of physical presence in school. Although allowed to do classroom work to keep abreast of class activities, suspended students will receive a 10% deduction in their grade for work completed for the days they are suspended.

9. **EXPULSION:** Students can be expelled from school only through board action. Recommendation for expulsion will occur only if the student: a) Commits a severe act of disruption b) Is deemed to be a severe, chronic disrupter of the educational process, or c) Is judged to be a chronic behavior problem that no longer is capable of profiting from a formal education.

## **DUE PROCESS RIGHTS**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

## **CODE OF CONDUCT**

ALL SCHOOLS HAVE A "CODE OF CONDUCT" OF BEHAVIORAL GUIDELINES INTERPRETED AS RULES. THEY ARE ESTABLISHED SO THAT ALL STUDENTS MIGHT ACCENTUATE QUALITIES AND CHARACTERISTICS CONTRIBUTING TO A SUCCESSFUL ACADEMIC DAY WITH MINIMUM DISTRACTIONS. MOST CONDUCT STATEMENTS ARE GENERATED FROM COMMON SENSE, WHILE OTHERS ARE BORN FROM NEGATIVE PAST PRACTICE. NEVER IN THE PAST, NOR SHALL THERE BE IN THE FUTURE, CORRECTIVE ACTION TAKEN AGAINST A STUDENT WHO BEHAVES IN A RESPONSIBLE, NON-DISRUPTIVE MANNER, CONDUCIVE TO THE ONGOING PROCESS OF EDUCATION.

### **INFRACTION OCCURRENCE AND MAXIMUM CORRECTIVE ACTION**

- |   |   |
|---|---|
| <b>1. <u>TARDINESS</u></b><br>To School - 1 <sup>st</sup><br>Period Class                               | <b>1 – Warning through three (3) tardies; no corrective action taken</b><br><b>2 – Four (4) through six (6) tardies; Detention(s)</b><br><b>3 – Seven (7) tardy; Saturday School</b><br><b>4 – (8+) any of the full range of corrective actions that may be Imposed by the school</b> |
| <b>2. <u>UNEXCUSED</u></b><br>Absence from<br>Class   | <b>1 –Detention</b><br><b>2 - Saturday School</b><br><b>3 –One (1) to five (5) days Disciplinary Reassignment Area (DRA)</b>  |
| <b>3. <u>TRUANCY</u></b><br>Leaving / Absence<br>from school<br>without parent<br>and school permission | <b>1 - Saturday School</b><br><b>2 - One (1) to five (5) days DRA</b><br><b>3 - Three (3) days Out of School Suspension (OSS)</b>   |
| <b>4. <u>DISRUPTION</u></b><br>Classroom /<br>Study hall /<br>School                                    | <b>1 - Conference to determine severity/3 days detention</b><br><b>2 - Saturday School</b><br><b>3 - One (1) to five (5) days DRA</b>   |
| <b>5. <u>PROFANITY</u></b><br>Toward peers  | <b>1 - Conference with warning, detention, Saturday School or DRA</b><br><b>2 - One (1) to five (5) days DRA</b><br><b>3 - One (1) to five (5) days DRA</b>   |
| <b>6. <u>RUNNING</u></b><br>In halls<br>/building   | <b>1 – Warning</b><br><b>2 - Detention</b><br><b>3 - Saturday School</b>  |
| <b>7. <u>HARASSMENT</u></b>   | <b>1- Conference with warning, detention, Saturday School or DRA</b><br><b>2-Conference and Saturday School or DRA</b><br><b>3-The full range of corrective action</b>  |

8. **DRESS CODE** 1-Warning/Correction/Detentions(s)/Saturday School  
2-Correction/Saturday School/DRA  
3-Correction/Saturday School/DRA

9. **TOBACCO USE** 1- One (1) to five (5) days DRA and Completion of a Cessation Program  
while under 2- One (1) to five (5) days OSS and Citation by Lisbon Police  
jurisdiction of school 3- Ten (10) days OSS and Citation by Lisbon Police  
(includes cigarettes, cigars, smokeless tobacco, electronic and clove cigarettes, “vapor”, other substitute forms of cigarettes)

10. **POSSESSION** 1-Confiscation with Saturday School and Completion of a  
of smoking items Cessation Program  
described in #9 2-Confiscation with Three (3) Days DRA  
and/or matches, 3-Confiscation with Three (3) Days OSS  
lighters

11. **POSSESSION** 1-10 Days OSS and Recommendation for expulsion  
of dangerous A. The law includes control of school activities and vehicles weapons driven  
weapons referred by students brought on school property.  
to as (guns, knives; B. All appeals are referred to the superintendent of schools.  
items such in  
accordance with H.B. 64, effective 14 Sept. 95)

12. **POSSESSION** The following position is outlined as the corrective action imposed upon a student who has rendered him/herself as being in violation of the school Code of Conduct during school hours or at a school sponsored activity by being:

- A. in the possession of (also reflects under the influence of)
- B. involved in the purchase or sale of, or
- C. involved in any other area related to the aforementioned regarding drugs, alcohol, and/or other “controlled substance”.

A student found to be in violation of the DAHS “drug and alcohol” policy AS A FIRST TIME OFFENDER shall be offered one of the two following choices:

<i>A</i>	<i>B</i>
Position “A” is one of cooperation with school officials accepting action taken as corrective rather than punitive. The student Shall	Position “B” is established for that student who is in denial of wrong doing and / or violating the DAHS position regarding “Controlled Substances”.
1. Through a competent and professional agency, arrange for a minimum of three (3) “Drug and Alcohol” counseling sessions (documented with the Assistant Principal upon completion of each session);	1. The student is strongly urged to seek “Drug & Alcohol” counseling through a competent, professional agency.
2. The student shall resign from any position of leadership he/she may hold, to the advisor of that organization; resign from being a member of the National Honor Society; and be referred to the Athletic Code for corrective action as necessary;	2. The student shall be denied participation, and be removed from any position of leadership he/she may hold; and if a member of a school athletic team, be referred to the Athletic Code for corrective action;
3. Be subject to search and question regarding substance control if and when a condition exists; and	3. Be subject to search and questioning at the discretion of the administration;
4. Be issued and serve five (5) days Out-of-School suspension.	4. Be issued and serve ten (10) days Out-of-School suspension

The

student is also made aware that AS A SECOND TIME OFFENDER, there are no choices. Second time offenders shall be issued ten (10) days Out-of-School Suspension with a recommendation for expulsion from school.

**13. THREATS**

a. toward employees

- 1-Conference and five (5) days DRA/OSS
- 2-Conference with parent & student with five (5) days OSS
- 3-Contact appropriate authorities and ten (10) days OSS

b. toward peers

- 1-Counseling / Detention
- 2-Counseling & Saturday School
- 3-Counseling and three (3) days DRA

**14. PHYSICAL ALTERCATION**

- 1-Three (3) days DRA/OSS
- 2-Five (5) days DRA/OSS
- 3-Five (5) to Ten (10) days OSS

**15. ASSAULT**

a. on employees ---

- 1-Ten (10) days external suspension/recommendation to expel

b. on peers -----

- 1-Ten (10) days external suspension
- 2-Ten (10) days external suspension; recommendation to expel

**16. DISRUPTION of school by falsifying alarms**

- 1-Ten (10) days external suspension and court referral
- 2-Recommendation for expulsion

- 17. DISRUPTION**
- 1-Conference and/or denial of further participation (two (2) continuous school weeks)
- a. during assemblies, athletic events or any school sponsored activity
- 2-Denial of participation/attendance of ten (10) consecutive activities
  - 3-Denial of participation/attendance for one semester
- b. during the riding of school bus
- 1-Conference and/or denial of busing privileges two (2) weeks
  - 2-Denial of busing privileges for two (2) weeks of busses
  - 3-Denial of busing privileges for remainder of school

**18. DESTRUCTION, DAMAGING, DEFACING**

- a. school property
- 1-Conference, restitution and/Saturday School, DRA/OSS
  - 2- Conference, restitution and/Saturday School, DRA/OSS
  - 3-Contact authorities, restitution, and ten (10) days external suspension
- b. private property
- 1- Conference, restitution and/Saturday School, DRA/OSS
  - 2- Conference, restitution and/Saturday School, DRA/OSS
  - 3-Contact authorities/restitution five (5) days DRA/OSS

**19. INSUBORDINATION**

- refusing teacher requests, back talk, etc...
- 1- Detention / Saturday School
  - 2- Saturday School / One (1) to five (5) days DRA
  - 3-Three (3) days OSS

**20. THEFT**

- 1-Restitution/Saturday School
- 2-Restitution and three (3) days DRA
- 3-Restitution and ten (10) days OSS

**21. POSSESSION OF FIREWORKS**

- 1-Parent Conference (Confiscation) and Saturday School
- 2-Confiscation; five (5) days DRA
- 3-Confiscation; three (3) days OSS

\*Firecrackers, etc., Including sale or purchase

**22. POSSESSION OR USE OF EXPLOSIVES**

- 1-Ten (10) days external suspension, court referral and/or expulsion
- 2-Recommendation of expulsion

**23. PUBLIC DISPLAY OF AFFECTION**

- 1-Correction
- 2-Correction/Detention(s)
- 3-Correction/Saturday School/ parent conference or notification

**24. TRESPASSING**

- in non-permitted areas of the building without permission
- 1- Saturday School
  - 2-One (1) to five (5) days DRA
  - 3- Three (3) days OSS

**25. FAILURE TO SERVE CLASSROOM DETENTION(S)**

- 1-Detention
- 2-Saturday School
- 3-Three (3) days DRA

**26. ANYONE WHO VIOLATES THE HEALTH AND GENERAL WELFARE OF A STUDENT, INCLUDING HIM/HERSELF, OR ANY ONE WHO BRINGS ANY UNDUE ATTENTION TO HIM/HERSELF, IN THE JUDGEMENT OF THE ADMINISTRATION, DISRUPTS THE EDUCATION PROCESS.**

- 1- Saturday School
- 2- One (1) to five (5) days DRA
- 3- Three (3) days OSS

**27. UNAUTHORIZED USE or POSSESSION OF ELECTRONIC EQUIPMENT DURING SCHOOL HOURS TO INCLUDE CELL PHONES**

- 1 –Detention
- 2 - Saturday School
- 3 - One (1) to five (5) days DRA

**28. TRANSPORTATION BEHAVIOR PROBLEMS**

- 1 - Detention / Suspension of Transportation
- 2 - Saturday School / Suspension of Transportation
- 3 –One (1) to five (5) days DRA / Suspension of Transportation

**NOTE:** Infractions have three (3) repetitions listed, where applicable. Actions of similar nature occurring more than three times shall constitute chronic delinquency on the part of the student and the procedure shall be as follows:

1. Each case shall be judged on its own individuality and severity.
2. The student should expect the worst in corrective measures.  
(Example: suspension, expulsion, court referral, etc...)

*\*Students may be subject to any school corrective actions depending on severity.*

**NOTE:** The code of conduct is a set of guidelines for students, as well as, school personnel. The Administration reserves the right to any and all forms of school actions for any student who behaves in a non-responsible manner not conducive to the educational process.

**BOMB THREATS, AND OTHER FALSE ALARMS AND REPORTS**

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action.

## **DANGEROUS WEAPONS IN THE SCHOOL**

The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives, and other dangerous weapons in the school. The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924), which includes, but is not limited to, any explosives, incendiary, poisonous gas, bomb, grenade, or rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine; or device similar to any of the devices described above. Students are prohibited from bringing a firearm on school property, in a school vehicle, or to any school-sponsored activity. If a student brings a firearm on school property, into a school-sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school requirement on a case-by-case basis in accordance with State law. Students are also prohibited from bringing knives on school property, in a school vehicle, or to any school-sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle. If a student brings a knife on school property, in a school vehicle, or to any school-sponsored activity, the Superintendent may, if authorized by the Board, expel the student from school with the same expulsion implications as noted above.

## **ACADEMIC DISOBEDIENCE**

**ACADEMIC DISOBEDIENCE** is a serious wrongdoing negatively affecting ethical courage. Students should understand that there is no greater embarrassment then to risk damaging the perception others have about their character and honesty by:

- 1) claiming or taking someone else's "intellectual property" without consent (plagiarism); or
- 2) willfully and knowingly using external means to determine and/or attain answers to test questions which were to be recalled from memory through previous learned material (cheating).

Consequences for Academic Disobedience shall be:

**1st offense:** Failing grade (zero) on test/graded material. Student SHALL NOT be afforded an opportunity to improve their grade through "extra effort work".

**2nd offense:** Academic disobedience occurring for the second time in the same class shall result in a failing mark for the current grading term. Furthermore, the student shall forfeit any and all accolades awarded him or her based upon character, honesty, and/or other discretionary virtue (i.e. loss of National Honor Society status; automatic and immediate termination of any elected office related to a school club, class, or activity).

**3rd offense:** Forfeiture of all elected positions and failing mark in the class of concern for the entire term, whether semester or year.

## **SEARCH AND SEIZURE**

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

## **INTERROGATION OF STUDENTS**

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator (or guidance counselor) will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator (or guidance counselor) will attempt to contact a parent prior to questioning, and the building administrator (or guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

## DRESS CODE

The purpose of a "School Dress Code" is to teach and instill within each person, that you are judged by how you dress and act. Statistics show there is a direct correlation between how one dresses and the probability of action (positive or negative) based upon that dress.

Lisbon David Anderson's list of proper dress habits is not all inclusive. They focus on the most commonly referred to areas. A student will never be "out of place" if he/she dresses and acts in a socially acceptable manner, conducive to an educational atmosphere. The basic mission of the dress code is to foster and develop social skills, respect for all people, and understanding and respecting diverse viewpoints, all with the goal of providing a safe and productive learning environment for all students.

1. Regarding the complete dress code, there shall be **no** obscene, violent, provocative, hostile, intimidating, harassing or suggestive writing, pictures, or symbols (including all controlled substances) on any article of clothing, book bag, or personal belonging carried to school (including all groups or musical groups that promote such activities and materials).
2. Footwear shall be to the discretion of the individual during the school day with the exception of individual classroom requirements or school sponsored activities that require specific or formal footwear.
3. Slacks, jeans, and all other lower body clothing should fit properly. They are not to be frayed or torn, nor shall they be worn through with holes, whether done by manufacture design or by wearer intent. Specifically not permitted are: pajamas, cut-offs, fishnet hose, stockings with holes and tights. Shorts and skirts should be of an appropriate length. Boxer, bike, swim, sanitary and spandex shorts are not acceptable and are not to be worn.
4. Upper body clothing is to cover the entire torso. Cut-offs, low or V - cut, halters, tube/tank tops, mesh/fishnet jerseys, nor any other article with a midriff showing, shall NOT be permitted. Upper wear is to have a full shoulder; any resemblance to a "tank top" is prohibited.
5. The length and style, to include color, of hair (including beards and mustaches) shall be at the discretion of the individual. However, the style/length shall not endanger nor prohibit any student's ability to complete academic projects; nor shall the style be disturbing to the normal educational environment of a classroom. The administration shall be the final deciding factor if and when questions of such might arise.
6. Jewelry may be worn to the individual's discretion so long as it is not a disruption to the educational environment and does not pose a safety hazard. **FACIAL ORNAMENTATION IS PROHIBITED.** Nose rings/pins, eyebrow ornaments, forehead and other facial jewelry shall not be worn during the school day. (\* Religious descriptions shall be judged appropriate by the administration.) Earrings shall not reflect images of controlled substances, satanic caricatures or those deemed inappropriate for school. Chains, wallet chains, pet chains or collars, spiked jewelry, items used for restraint and gang related shall not be worn to school.
7. Upon entering the school, students are to remove all forms of headwear (caps, hats, hoods, sunglasses, etc.). Headwear is not to be worn in school unless as part of a sponsored activity and prior approval by the administration.
8. **PERSONAL HYGIENE** and good grooming are important factors in social growth and acceptance. Students who become "lazy" within these areas shall be referred to the guidance department, the school nurse, and/or the administration for correction and necessary improvement.

**Students sent home to correct a dress code violation shall be marked "unexcused" from classes missed with corrective action to follow. FINAL DECISIONS IN REGARD TO THE DRESS CODE WILL BE THE DETERMINATION OF THE ADMINISTRATION.**

# GENERAL INFORMATION

## SEPARATION OF STUDENTS

Every attempt shall be made to keep separate, the junior high student from the high school student, physically as well as academically. With grades 6 through 12 under the same roof, the responsibility in accomplishing this difficult situation, falls mainly on the shoulders of the student. Cooperation is not only expected, it is required.

Senior high students are expected **not** to communicate with junior high members or junior high with senior high members. The difficulty involved is that all students must share the physical facilities. All students must share the media center, art room, physical education facilities, and cafeteria, among others.

Examples of separation are:

- 1) High school students are not permitted into the junior high school wing;
- 2) Where shared facilities must exist, restricted seating areas shall be established and enforced.
- 3) There shall be limited communications between junior and senior high school students unless directed by the Administration or Guidance Department (i.e.: tutoring, intervention assistance, etc.)
- 4) School activities (pep rallies, assemblies, etc.) shall be separate and distinct.

## SEPARATION AT ACTIVITIES

As a rule, activities are designed to keep the senior high student separate from the junior high student. High school functions are designed for students in grades nine through twelve. Students less than the 9th grade level are denied entrance and participation in "high school" activities.

Conversely, functions designed for junior high school students are restricted to grades six, seven and eight. Individuals outside those grade levels are prohibited from attending. The exception to this rule is for activities after school hours designed for the general public. Such activities would include athletic events, school play, concerts, etc.

## SCHOOL INSURANCE

Insurance information is distributed to the student the first week of school during homeroom. Where there is no personal home insurance, parents/students are encouraged to take advantage of the offered "school insurance", underwritten by a stable insurance company. Students are not permitted to participate in extra-curricular activities unless:

- 1) They have insurance, and
- 2) A waiver is on file in the school office.

## JUNIOR HIGH COURSES AND PROJECTS

Junior High students at DAHS take rigorous courses in English, mathematics, science and social studies to further their knowledge base from their elementary schooling and to prepare them for their high school career. Junior High students will not take final exams in each subject area, but will be required to complete a final, culminating project each year, and in each subject area, showing their growth in depth and breadth of each subject area.

## REQUIRED CREDITS FOR GRADUATION

In order to receive a diploma and graduate, a student must fulfill the requirements of one (1) graduation pathway that has been approved by State law and this Board and must meet the school requirements for basic course-work, and earn the total number of minimum credits. Students enrolled in high school courses at DAHS need a minimum of 20 credits in order to graduate.

CREDITS	COURSE
4	English Language Arts
4	Mathematics
3	Social Studies
3	Science: to include 1-unit Biological; 1-unit Physical
0.5	Health
0.5	Physical Education
5	Electives
	Electives must include one full unit, or two half units of: Foreign Language, Technology, or Fine Arts
<b>20</b>	<b>Total Credits Required</b>

## FIRST PERIOD OPTION

Juniors and Seniors who have passed all parts of the required tests for graduation have the option of beginning their school day at the start of 2<sup>nd</sup> period (8:58). Students will schedule this option through the Guidance Department. To continue to have this option, students must remain in good standing academically, with their attendance and behaviorally. Students not remaining in good standing in these areas, as identified by the administration, will no longer have the First Period Option privilege and be required to schedule a class first period.

## COLLEGE CREDIT PLUS

College Credit Plus is a dual enrollment opportunity for students in grades 7-12.

This program allows students who qualify to attend college campuses and earn college and high school credits at no cost to the student. Students and parents interested in this program should contact the guidance department. Online education is another option for students. Students can take online courses that are not offered within the school curriculum and earn credits toward graduation. Online education will also be utilized for the purpose of credit recovery for students needing credits for graduation. Students and parents interested in either program should contact the guidance department.

## CREDIT FLEXIBILITY

Ohio's plan for credit flexibility is designed to broaden the scope of curricular options available to students, increase the depth of study possible for a particular subject, and allow tailoring of learning time and/or conditions. These are ways in which aspects of learning can be customized to students' interests and needs. Students may earn credits by: (1) Completing coursework; (2) Testing out of or demonstrating mastery of course content; or (3) Pursuing one or more "educational options" (e.g., distance learning, educational travel, independent study, an internship, music, arts, after-school/tutorial program, community service or other engagement projects and sports). Students and parents interested in the Credit Flexibility program should contact the guidance department.

## **CAREER ADVISING PROGRAM**

Career advising is an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options.

## **SERVICE REQUIREMENTS**

The administration at David Anderson Junior Senior High School recognizes the important of Service to one's community. Various classes, clubs or projects may require students to perform a certain amount of time of service requirements.

## **ACHIEVEMENT / TESTING**

All students will take End-of-Course exams in areas determined by the state. The purpose of such assessments will be to determine student progress. End-of-Course Assessment exams assist in attaining student performance that measures the skill in a specific content that is expected at the end of the designated grade. Students who are able to demonstrate proficiency on End-of-Course exams for high school courses could use their scores to satisfy a State and Board approved graduation pathway.

## **CLASS RANKING**

The Grade Point Average (GPA) associated with each student is calculated by converting all letter grades earned, in grades nine (9) through twelve (12) to a standardized four (4) point scale. A GPA is calculated by determining the average of all numerical values, carried out to a maximum of five decimal places. GPA's shall always be determined by the last full semester.

The individual's class rank is based upon the student's GPA, effective through the most recently completed semester. Juniors entering into their senior year, with the highest GPA will be considered first in their class. However, during a senior's final year in school, there shall be two separate GPA calculations:

1. "7 semester GPA" The 7 semester GPA is used to determine class rank for seniors. This ranking is used when reporting graduating position for press releases. It determines seating position for senior specific assemblies and programs.
2. Upon completion of the final semester, the GPA for seniors shall be recalculated to ensure no changes in ranking. Students who allow their 8th semester letter grade to drop in value could have their 7th semester ranking change significantly. Although the 7<sup>th</sup> semester ranking determines position for senior day and commencement, a senior's 8<sup>th</sup> semester grade point average is considered to be the "true" grade point average and is the one sent to colleges and universities on the student's final transcript.

# **HONOR GRADUATES**

## **VALEDICTORIAN**

The "Class Valedictorian" shall be that student who has the highest GPA (with all ties included) after seven semesters, and retained through eight semesters. Valedictorians earn the privilege to address the audience with a farewell speech at graduation.

## **SALUTATORIAN**

The "Class Salutatorian" shall be that student who has the 2nd highest GPA (with all ties included) after seven semesters, and retained through eight semesters. Salutatorians earn the privilege to address the audience with a farewell speech at graduation.

## **TOP TEN**

Students who earn the ten highest grade point averages through seven semesters, and retain that GPA through the 8th semester, shall be listed as "Honor Graduates" and be specially seated at all senior activities and graduation. Because two separate lists are calculated (after the 7th semester, and again after the 8th semester) positioning could change. Students who allow their grades to fall during the 8th semester shall lose their honor seating place, and/or valedictorian/salutatorian status, if 8th semester grades dictate such.

\*\*\*TIES shall allow additional students to share in honor status ranking.

For example, if three students tie for valedictorian, and two students tie for seventh place, there shall be an additional three "top 10" placements. Honor status is dependent upon the ten highest grade point averages, not the ten students with the highest GPA's.

**NOTE:** NO STUDENT SHALL BE DISTINGUISHED AS AN HONOR GRADUATE UNLESS THE FIFTH, SIXTH AND SEVENTH SEMESTER GRADES ARE EARNED WHILE IN ATTENDANCE AT D.A.H.S. STUDENTS WHO ENROLL AFTER THE FIFTH SEMESTER COULD BE CONSIDERED FOR HONOR STATUS BUT THEIR RECOGNITION SHALL NOT DISPLACE A STUDENT WHO HAS EARNED THE STATUS AS A STUDENT WITH FOUR OR MORE SEMESTERS IN ATTENDANCE AT D.A.H.S.

**Beginning with the Class of 2021, any student seeking honors status must complete the following courses:**

**Biology with Lab**

**Chemistry with Lab**

**Physics with Lab**

**Spanish 3**

**Spanish 4**

**Spanish Capstone**

**Pre-Calculus**

**Calculus**

**Math Capstone**

**American Literature/Communications**

**British Literature/Expository Writing**

**\*College Writing 1 and/or 2 Can Be Substituted**

**In addition to having a qualifying GPA:**

**All 11 courses listed above must be completed to be considered for Valedictorian/Salutatorian Status**

**9 of the courses listed above must be completed to be considered for Top Ten Status**

**It is understood that both semesters of each course listed above must be completed in order for the student to be considered for Valedictorian/Salutatorian or Top Ten Status**

**CCCTC students must complete 9 of the courses listed above OR qualify for an Ohio Career-Tech Honors Diploma to be considered for Top Ten Status**

## **ACADEMIC ELIGIBILITY/PROBATION**

The privilege for a Lisbon David Anderson Junior Senior High School student to participate in any/all school sponsored activities during any given grade period, requires that the student establish academic eligibility through the immediate preceding grade period. Academic eligibility through the grade period requires the student to:

- A) Pass at least five (5) credits toward graduation through the grade period;
- B) Earn at least a 1.5 GPA among all courses taken;
- C) Receive not more than one (1) failing grade in all classes

A student not meeting all the previously stated criteria is considered to be placed on Academic Probation and is denied the privilege of participation, as a participant and/or as a spectator for and at, any and all, SCHOOL SPONSORED activities, through the immediate following grade period. Denial shall encompass but not be limited to:

- A) Athletic contests at home as spectator and/or participant;
- B) Participation in club/activity meetings and/or functions after normal school hours;
- C) Attendance at dances, banquets, or school functions.

For its purpose, the definition of "school sponsored" shall mean any and all activities conducted by, and under the sanction of Lisbon David Anderson Junior Senior High School. Denial is for "school sponsored" not "school related". The school reserves the right to have final determination of definition.

**NOTE:** Students placed on academic probation by the school are simultaneously placed on "athletic probation" as established by the **Ohio High School Athletic Associations (OHSSA)**. It is important to understand; therefore, the following "emancipation of probation" within a grade period affects only the school activities description, and not athletics as a participant. The **O.H.S.A.A.** establishes its own guidelines for eligibility, and for the purpose of athletic eligibility, their requirements for participation shall be strictly adhered to. The following condition, therefore, affects only school related activities.

## **PROBATION EMANCIPATION**

Students rendering themselves to be placed on academic probation have an opportunity to be re-instated to "good standing" at the mid-point of the probationary period (four and one-half [4 1/2] weeks (also known as interim report time). To be re-instated to "good standing" the student must 1) eliminate all failing marks, and 2) raise the probationary period grade point average to ABOVE the minimum required 1.5 GPA. Students on probation due to attendance may not be re-instated at this time.

## **START AND END OF PROBATION**

Report Cards are generally distributed the Friday following the close of the grading term. Academic probation commences the Monday following distribution of the report card. This translates to the start of the sixth school day after the close of the preceding grade period. This procedure parallels the O.H.S.A.A.'s position for "sports eligibility". Regardless of start, all academic probation periods end the last day of the grading term, unless emancipated at the midpoint of the term. Students on probation due to attendance may not be re-instated at this time. Re-instatement will take place based on the terms set forth by the building administration.

## **SEMESTER AND FULL YEAR COURSE FAILURES**

### **Semester Courses**

Two consecutive 9 weeks  
F's mandates failure for  
the course.

### **Year Courses**

Three consecutive 9 weeks  
F's mandates failure for  
the course.

## **AVAILABLE ACTIVITIES & ATHLETICS**

Extracurricular activities are of a wide variety in order to appeal to each student's personality. Students are encouraged to participate to the fullest of their ability and time. A student may participate in a maximum of five activities per year. Each is advertised during the school year, and students should check with the club advisor or athletic coach to receive details regarding the activity of interest. Although activities may vary from year to year, a list of the most commonly offered follows:

<b>Academic Challenge</b>	<b>Art Club</b>	<b>Class Membership</b>	<b>Spanish Club</b>
<b>Band</b>	<b>Baseball</b>	<b>Boys Basketball</b>	<b>Publications</b>
<b>Boys Track</b>	<b>Cheerleading</b>	<b>Cross Country</b>	<b>Health Careers Club</b>
<b>Football</b>	<b>Pep Club</b>	<b>Girls Basketball</b>	<b>Student Council</b>
<b>Girls Track</b>	<b>Golf</b>	<b>National Honor Society</b>	<b>Student Senate</b>
<b>Key Club</b>	<b>Volleyball</b>	<b>Softball</b>	<b>Wrestling</b>
<b>Olympian Staff</b>	<b>Science Club</b>	<b>Theatrical Productions</b>	<b>Knitting Club</b>

Students should note that additional clubs and activities become part of the extracurricular list if/when a need is shown and requested. Listen carefully to school announcements for information regarding updates about club activities

**NOTE:** Students are reminded that being an officer of a class, club or activity requires responsibility. Officers who violate school rules resulting in school suspension or being referred to mayors, juvenile, or adult court, are subject to immediate removal from office.

**NOTE:** Officers are elected in the various clubs/organizations each year. This includes the various class officers in grades 9 thru 12. All offices are held for one year with the exception of the junior/senior class officers. Students running for office (and elected) in their junior year are elected for two years, thus automatically becoming the senior class officers. **THERE ARE NO ELECTIONS FOR SENIOR CLASS OFFICERS DURING THE SENIOR YEAR.**

## **ATHLETICS**

Lisbon David Anderson Junior Senior High School is a member of the ITCL – Inter/Tri-County Athletic League. The single requirement for membership is that the school sponsors the four “major” sports: football, volleyball, and boys/girls basketball. If at least five league members offer the same sport, then that sport shall be considered a league sport.

Athletics and activities are as much a part of the total growth and maturation process as the classroom itself. Students are encouraged to participate and take advantage of the opportunities available. Students who take an active interest with sportsmanship in mind generate excitement and enthusiasm leading to overall school excellence.

## **ATHLETIC ELIGIBILITY**

In accordance with the **State Department of Education and the Ohio High School Athletic Association**, the following eligibility criterion is used: Students will be eligible to participate in athletics on a nine (9) week basis, in accordance with board policy on grade notification and reporting.

"In order to be eligible, a student in grade 7 thru 12 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during the grading period in subjects that earn a minimum of 5.0 credits, or the equivalent, per year toward graduation." Furthermore, the student shall maintain at least a "1.5 GPA" through that same period, and NOT have received more than one "F" in many course taken.

**WITH THIS RULE IT IS IMPERATIVE THAT THE ATHLETIC DIRECTOR BE MADE AWARE OF ANY POTENTIAL FAILURES WELL IN ADVANCE OF THE END OF THE GRADE PERIOD. INTERVENTION IS MANDATORY! NEGLIGENCE IS UNFORGIVABLE.**

\* Students can and may re-gain eligibility at the **midpoint** of the 9 weeks (interim report) provided the GPA surpassed the minimum required GPA, and no "F" grades are received.

An exception to this rule will be the fourth grading period, which affects the first grading period the following year. Should a student not successfully complete the minimum requirement the fifth grading period, they can remove themselves from Academic Probation PRIOR to the start of the first nine weeks by: 1) earning one credit toward graduation by attending summer school or through correspondence (credit value can be reduced with prior administrative approval) or 2) attending the DAHS sponsored summer intervention program as outlined by the administration. Students optioning for the intervention program must (if in need of passing) take all necessary parts of the proficiency test at the scheduled July testing date.

## **DENIAL OF ATHLETIC PRIVILEGES**

It is the belief of the David Anderson Junior Senior High School Athletic Department that the purpose of interscholastic athletics is to build character and instill self-discipline through participation. Special programs and training of student athletes makes necessary a "Code of Conduct" be adopted to protect the athletic program and its participants. Student athletes are reminded that high school athletics is a privilege and not a right.

Student involved in interscholastic sports shall be subject to athletic code as defined by the Ohio High School Athletic Association and the Lisbon Board of Education policies. School policy dictates the position regarding tobacco and controlled substances in the student "Code of Conduct". Because it ties to academics, a basic right afforded every student; areas involving volunteer participation (which include all extracurricular activities) are considered privileges and have their own set of guidelines. Athletics is one such area. Basically, the ATHLETIC CODE OF CONDUCT states:

## **CONTROLLED SUBSTANCE**

Any participant deemed by school officials of being in possession, handling, transmitting, concealing or using alcohol, illegal drugs, look-a-like drugs, and or steroids shall:

### **A. In-Season**

#### **1. First Offense:**

- a. Denial of participation for 20% of that sport season in which the violations occurs.
- b. Arrange for a minimum of three (3) "Controlled Substance" counseling sessions through an agency approved by the administration. All sessions shall be documented with the athletic director upon completion of each session.

#### **2. Second Offense:**

- a. Denial of participation in all activities for a one year period from the time of the offense.
- b. Enroll and be actively engaged in a "Controlled Substance Program", and be placed on "school athletic probation" throughout the duration of the denial.
- c. Prior to the expiration of the denial, a reinstatement conference shall be held to review the terms of reinstatement.

#### **3. Third Offense:**

- a. A third offense shall result in a total denial of participation for the remainder of their tenure at David Anderson Junior Senior High School.

### **B. Out-of-Season**

#### **1. First Offense:**

- a. Arrange for a minimum of three (3) "Controlled Substance" counseling sessions through an agency approved by the administration. All sessions shall be documented with the athletic director upon completion of each session.

#### **2. Second Offense:**

- a. Denial of participation for 10% of athletic contests that fall within a one year period from the time of the offense as deemed by the administration.
- b. Any future out-of-season offenses will follow the in-season consequences beginning at the second offense level and proceed accordingly regardless of time of occurrence.

## **TOBACCO**

Any participant determined to be in possession, handling, transmission, concealment or usage of tobacco or tobacco-related products shall be denied participation in one scheduled activity.

**ANY ADDITIONAL VIOLATIONS OF CONTROLLED SUBSTANCES OR TOBACCO WILL HAVE GREATER CONSEQUENCES AS STATED IN THE ATHLETIC CODE.**

Each participant must maintain passing grades according to the OHSAA and the Lisbon Board of Education policies. Additionally, students are subject to TRAINING RULES as indicated in the Athletic Code.

## **A FINAL REMINDER**

David Anderson Junior Senior High School takes pride in what it offers and does for its students. We take pride in supporting a safe and drug- free atmosphere so that all students can learn to the maximum of their ability. Be productive rather than destructive; creative as opposed to bland; and involved instead of restricted. There is a place for each student. You are a part of DAHS and therefore heir to its bounty.

.....

**ALMA MATER  
AS WE GO ALONG LIFE'S BY-WAYS  
WE'LL BE TRUE TO YOU  
HEART AND MIND WILL EVER CHERISH  
MEMORIES OF YOU  
HAIL TO THEE O LISBON HIGH SCHOOL  
HAIL DEAR WHITE AND BLUE  
HAIL TO THEE OUR ALMA MATER  
HAIL, O HAIL TO YOU**