

GAHANNA LINCOLN
HIGH SCHOOL
STUDENT HANDBOOK 2011-2012



HOME OF THE LIONS
"WE MAKE IT MATTER"

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Gahanna, OH 43230
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*The information in this book was the best available at press time. Watch for additional information and changes.

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**GAHANNA LINCOLN HIGH SCHOOL
STUDENT/PARENT HANDBOOK/PLANNER**

PRINCIPAL

Mr. Dwight Carter

ASSISTANT PRINCIPALS

Mr. Ralph Walton (A-G)
Dr. Art Prince (H-P)
Ms. Robin Murdock (Q-Z & GCS)

Mr. Ron Foltz (Class of 2015)

COUNSELORS

Ms. Susan Moore (A-Co & Career Center Srs)
Mr. Jim Lewis (Cp-Hi & Career Center Jrs)
Mrs. Melissa Monning (Hj-Mi)
Mrs. Jenny Savakinas (Mj-Sc)
Mr. Bernie Hahn (Sd-Z)
Mrs. Lauren Cloud (Class of 2015)

DEAN OF CURRICULUM & INSTRUCTION

Mrs. Brooke Menduni

ATHLETIC DIRECTOR

Mr. Justin Sanford

SCHOOL RESOURCE OFFICERS

Officer Dean Blamer
Mrs. Kim Glunt
Mr. Marvin Hixon

Access to all events scheduling online

www.schedulenet.com

Lincoln High School

FREQUENTLY USED PHONE NUMBERS:

Receptionist 478-5500
Athletic Office 478-5518
Attendance Office 478-5515
Guidance Office 478-5508
Principal's Office 478-5500
Clinic 478-5579

Dear Students and Parents,

Welcome to Gahanna Lincoln High School. This year we will welcome over 2,300 students into our building, and we have much of which to be proud! We offer over 250 courses, over 40 extra-curricular activities, and 25 varsity sports. Academically, our students score above the state and national average on college entrance exams and our OGT scores are above all of the state averages. In addition, we constantly receive outstanding reports on our state report card.

In a community of this size, we must have procedures and policies to guide us. Please find in this handbook the regulations of our school. If you should have questions or concerns, please feel free to call the administration at 478-5500.

I look forward to working with you to make GLHS an exciting and fun place to learn. I am glad that you are here, and I hope you have a wonderful year!

Be Great,

Dwight Carter, Principal

DISTRICT MISSION STATEMENT

The mission of the Gahanna Jefferson Public Schools is to develop citizens who possess the self-esteem, motivation and skills needed to:

- * communicate effectively,
- * acquire and apply knowledge,
- * make responsible decisions,
- * adapt to the challenges of the 21st century

by providing a diverse, well-trained staff dedicated to delivering a comprehensive curriculum which is based on research and which meets student and community needs.

LINCOLN HIGH SCHOOL MISSION STATEMENT

Educating our students today for the opportunities and challenges of tomorrow.

We educate each student to become a global citizen who is serious about learning, is appreciative of the arts, is culturally aware of social issues, and is sensitive to the diversity among us. As a global citizen, a Gahanna-Jefferson student will be:

A Responsible Community Member

- Possesses integrity and a well developed work ethic
- Respects self, others, and the environment
- Values diversity
- Is character driven and goal oriented
- Contributes to society through service and civic duty
- Promotes positive health and wellness through responsible decision making

A Collaborative Team Member

- Respects others' opinions and contributions
- Contributes to teamwork and/or demonstrates leadership qualities
- Displays open mindedness and is flexible
- Expresses individuality and is passionate about beliefs

A Comprehensive Problem Solver

- Thinks creatively, critically and independently
- Identifies problems and accesses resources
- Creates and implements a plan of action
- Reflects, evaluates, and plans next steps

An Effective Communicator

- Listens actively
- Writes well for various purposes
- Adapts public speaking to different audiences
- Interprets and conveys information logically

A Proficient Technology User

- Navigates a variety of tools efficiently and creatively
- Uses technology morally and ethically
- Chooses appropriate resources according to the task

Each student will receive a rigorous academic foundation in English, mathematics, science, social studies, economics, foreign language, fine arts, speech, technology applications, physical and health education and optional courses. Each student will be able to pursue educational opportunities relevant to individual interests. The relationships the student develops with peers, staff and community members throughout the GJ journey will support the transition from student to global citizen.



The purpose of this agreement is to define the acceptable use of district- and student-owned technologies. All District-owned technologies are provided for educational purposes only, whether used on or off campus.

The Gahanna-Jefferson Public Schools is committed to the belief that technology skills are a critical component of a *21st Century Education*, and is also vital to all areas of the *Gahanna-Jefferson Graduate Profile*. We are, therefore, pleased to be able to offer our students access to a wide and expanding range of technologies to support student learning and growth through local and global communication, collaboration, research opportunities, and resource sharing.

Technology, like all extremely powerful tools, can be intentionally or unintentionally misused. One of the *Graduate Profile* goals is to use technology *responsibly and honestly*, and this document is a tool to help outline the proper and ethical use of the vast range of district and personal technologies available to our students. Most often this focus is on Internet and district computer network use, but we touch upon other technologies as well. It is impossible to specify every possible use or misuse of technology, so while these outlines establish a framework of understanding students are encouraged to seek the advice of district staff with any questions about proper and improper technology use. *Due to the rapidly changing technology environment within Gahanna-Jefferson Public Schools, the district reserves the right, at our sole discretion, to change, modify or otherwise alter these terms and conditions at any time. Such modifications shall become effective immediately upon the posting thereof in the Technology area of the district's public website, available at (<http://www.gahannaschools.org/District/DistrictTechnology.aspx>). Please visit this area on a regular basis to keep yourself apprised of any changes.*

It is also important to understand that while the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate, and/or harmful to minors, it is impossible for the Board to completely prevent access to all objectionable and/or controversial materials that may be found on the Internet. If your child intentionally or unintentionally accesses objectionable material on the Internet or via any other district or personally owned technology, the Board and its employees, administrators, or officers, can not be held responsible for materials encountered. It is the responsibility of the individual student to immediately move away from that content, and notify his or her teacher when appropriate. Parents shall accept responsibility for communicating their own parental guidance concerning the acceptable use of the Internet and other technologies both inside and outside the Gahanna-Jefferson Public Schools environment. It is critical that parents have these conversations with their children, because as with many other things involving minors there are situations in which parents may be held legally liable for the actions of their minor children.

Internet access provides our students with the ability to explore research materials and interact with individuals and groups worldwide. This *21st Century Skill* is a requirement for effective participation in an increasingly global environment and in local employment opportunities. However, not all Internet resources have educational value, and some may be inappropriate. While

a best effort attempt is made to use Internet filtering to help students avoid resource-wasting and inappropriate sites, students are reminded that all district equipment is provided for educational purposes only. In situations where resource-wasting or inappropriate material is encountered, the user is "one click away" from removing that material from their screen and it is the user's responsibility to do so.

Also, it is important to remember that the Internet and many other current and developing technologies are intended for collaboration and sharing, and as a result it is best to consider *everything* done with these technologies as public. Student Internet activity in particular may be tracked by outside parties, so it is critical that each student protects his or her network and other account information and passwords as they will be held responsible for activity through their personal and unique account. Students should never share this information with others, nor should they use the login credentials of others. Students are expected not only to avoid illegal use of district and personally owned technologies, but to in all cases use these tools intelligently and ethically, and not to the detriment of themselves, the district, or others. Not only is this a critical component of *21st Century Citizenship*, it is also important to remember that parents and guardians are legally responsible for their student's activity so it is beneficial to stress these points and your expectations with your student.

District technologies are provided, and student technologies may be allowed, solely for the support of District academic programs and student learning. Examples of acceptable technology use include:

1. Appropriate collaboration and exchange of information for research and other project purposes;
2. Developing a familiarity with the technology for educational and employment purposes;
3. Expanding the opportunities for relevant technology use to produce reports, multimedia, and other assigned projects;
4. Developing *Graduate Profile* goals of becoming a *Responsible Community Member*, *Comprehensive Problem Solver*, *Proficient Technology User*, *Collaborative Team Member*, and an *Effective Communicator*.

In exchange for the use of available technology resources, the undersigned student and parent/guardian understand and agree to the following terms and conditions.

- A. The use of technology, whether district-provided or student-owned, is a privilege which may be revoked by the District at any time and for any reason. Reasons for revoking privileges include, but are not limited to:
 - a. Improper use of the technology,
 - b. Failure to properly protect and secure the technology,
 - c. Altering or modifying system software and/or hardware,
 - d. Intentionally or unintentionally adding viruses, spyware, and other harmful programs to District systems,
 - e. Placing unauthorized information or comments on District-owned or publicly accessible servers,
 - f. Using the technology to cause embarrassment or harm to other individuals or groups.

The District reserves the right to remove files, limit or deny technology access, and refer offending students for other disciplinary actions consistent with the Student Handbook.

- B. Students will not use their District-approved computer access to obtain, view, download, or otherwise gain access to materials deemed unlawful, obscene, pornographic, abusive, hateful, or otherwise objectionable.
- C. The District retains ownership of all District-provided technologies and any contents thereof. We reserve the right to remove any material which the District, at its sole discretion, believes to be questionable and/or is having a negative impact on District technology systems. Students are responsible for the protection of their own important files through regular backups of those files to USB or other available storage media. The District assumes no responsibility for lost files.
- D. Students are expected to be *Responsible Community Members* and to *use technology responsibly, honestly, and ethically*. Students **shall**:
 - a. Polite, courteous, and respectful in your messages to others.
 - b. The use of language appropriate to school situations in all communications made through the Board's computers, networks, and other technologies.
 - c. Diligently delete their unneeded files regularly to minimize District storage needs.
 - d. Protect their critical files by making regular backups of their important work.
 - e. Comply with the Student Handbook.

Students **shall not**:

- f. Use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
 - g. Reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members via the Internet or any other medium.
 - h. Transmit pictures or other information that could be used to establish your identity or the identity of others without prior approval of a teacher.
 - i. Transmit pictures or other information about fellow students, teachers, or groups.
 - j. Agree to meet any person encountered online without prior parent approval.
- E. All information services and features contained on District network resources and other technologies are intended for the private use of registered staff and students *only* and any use of these resources for commercial for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.
 - F. While all reasonable efforts are made to ensure reliable operation of, and access to, all district technologies, the District cannot guarantee uninterrupted access or use of the network or other technologies, nor can it be held responsible for loss of data due to electrical or mechanical failure or human error.
 - G. District network resources are intended for exclusive use by registered users. The student is responsible for the use of his/her user ID password and/or access privilege. Any problems which arise from the use of a student's user ID are the responsibility of the ID holder. Use of a user ID by someone other than to whom it was originally registered is forbidden and may be grounds for loss of access privileges. Students may not allow other users to utilize their personal and unique login IDs and passwords.
 - H. Any misuse of technology access will result in suspension of privileges and/or other disciplinary action determined by the District consistent with the Student Handbook. Misuse shall include, but not be limited to:
 - a. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;

- b. Misrepresenting other users on the Network or through other technology-based tools;
- c. Using any technology in any way that causes concern, worry, or embarrassment to any student, District staff member, or other;
- d. Disrupting the operation of the Network or other technology-based tools through abuse;
- e. Malicious use of District-provided or student-owned devices through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks;
- f. Interfering with others' use of District technologies;
- g. Extensive use for non curriculum-related communication;
- h. Illegal or unethical modification of systems including, but not limited to:
 - i. The illegal installation of copyrighted or unauthorized software;
 - ii. Unauthorized downloading, copying, deleting, altering or other misuse of licensed copyrighted software;
 - iii. Using the Internet to engage in "hacking" or other unlawful activities;
 - iv. Accessing, or attempting to access, the personal files of other users or the District on the District's network or other technologies;
 - v. The intentional or unintentional degradation or disruption of system performance;
 - vi. Attempts to bypass internet filtering controls;
 - vii. Transmission of any material in violation of any State or Federal law or regulation, or Board policy;
 - viii. Malicious use of the Board's computers/network to develop programs that harass other users, infiltrate or attempt to infiltrate any computer or computer system and/or damage the software components of a computer, or any other illegal or unethical activity;
 - ix. Any violation of the Student Handbook.

The District reserves the right to log Internet use and monitor electronic mail, file server space utilization, and other technology system processes and services. Much of this monitoring is required to ensure the efficient and effective operation of District technologies and to proactively address technological and other issues and can occur without the prior notification of students or staff. AUP infractions and legal violations found during any routine or targeted monitoring may be actionable under the policies and guidelines of the District and State and Federal laws.

- I. The student may only log on and use the network under the supervision of a staff member and only with his/her assigned unique user ID. Students must protect their personal login credentials, as they will be held responsible for activities performed using these credentials.
- J. Downloading of unauthorized programs or information onto the Board's hard drives is prohibited; all downloads must have prior approval and be saved to thumb drives, CD ROMs or other authorized external devices. If a student transfers files from online information services, the student must scan all files with a virus-detection program before opening the file for use. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student may be liable for any and all repair costs to restore the network and attached devices to full functionality.
- K. The District reserves the right to disable or remove a network user account to prevent unauthorized activity, and will not

be held responsible for any file loss or inconvenience should this account activity become necessary.

- L. Any damage done to the District's network or equipment by a user not following the guidelines described in this document is the sole responsibility of that user.
- M. Students are prohibited from accessing or participating in online "chat rooms" and must secure prior approval from a teacher or building administrator before joining and/or participating in online services such as; Listservs, Blogs, Podcasts, "electronic communities", or other forms of direct electronic communication.
- N. Students will at no time post personal information about, or photographs of, themselves or others on the Web or using any other technology.
- O. Privacy in communication of the Internet and the Network is not guaranteed. The Board reserves the right to monitor, review, and inspect any directories, files, and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal or unethical activities will be reported to the appropriate authorities.
- P. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
- Q. The Board has implemented technology protection measures that protect against Internet access to visual displays that are obscene, child pornography, or harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, and/or inappropriate for a school setting and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet which the Board of Education has not authorized for educational purposes and/ or which they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet.
- R. Students accessing the Internet through any device, whether District-provided or student-owned, assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.
- S. As we move toward 24/7 education, students are increasingly likely to be loaned district equipment in support of the District's educational goals. All of the components of this Acceptable Use Policy shall apply when using any District-provided technology, whether on or off campus. Students who are loaned any District technology also agree to be bound by the conditions specified on the District's *IT Equipment L*

CHARACTER TRAITS

The Gahanna-Jefferson School District is committed to developing good character in students. Character is the ability to judge what is right, care about what is right and then do what is believed to be right – even in the face of pressure from without and temptation from within. (Lickona, 1991)

AUGUST	Positive Attitude	FEBRUARY	Honesty
SEPTEMBER	Respect	MARCH	Pursuit of Excellence
OCTOBER	Responsibility	APRIL	Cooperation
NOVEMBER	Citizenship	MAY	Moral Courage
DECEMBER	Compassion	JUNE	Justice
JANUARY	Self-Discipline	JULY	Spirituality

ACADEMICS

Minimum Graduation Credit Requirements 2011 - 2013

Students must earn a minimum of 20 credits to fulfill Lincoln High School and State Department of Education graduation requirements. These credits must include:

- 4 credits of English (includes ½ credit of speech)
- 3 credits of Math
- 1 credit of Biological Science
- 1 credit of Physical Science
- 1 credit elective Science
- 1 credit of U.S. History
- 1 credit of Global Studies
- 1 credit of U.S. Government
- ½ credit of Physical Education (2 semesters .25 each)
- ½ credit of Health
- ½ credit of Information Technology

Additional credit electives (one full credit or 2 half credits of elective coursework must include Business Technology, Fine Arts or International Language) Students must pass all five sections of The Ohio Graduation Test (OGT) in order to earn a diploma from Gahanna Lincoln High School.

Students must meet all the requirements for graduation in order to participate in the graduation ceremony.

Minimum Graduation Credit Requirements 2014 and beyond

Please note additional requirements in Course Description Book on page 6.

COURSE REGISTRATION - SCHEDULING OF CLASSES

1. **Course Changes.** Planning a schedule for the next school year is a difficult task and situations may occur requiring a change in that schedule. Changes have a serious effect on class size, teacher assignments, and the overall master schedule. The student and parent should **NOT** plan a current class schedule with the idea that it can be changed. **Only** the following reasons will constitute a need for change after posted deadline:
 - A. A technical error was made in the process of scheduling the student's requests.
 - B. The student has been clearly academically misplaced.
 - C. There is a scheduling conflict.

No schedule change will be officially recorded on permanent records until the following conditions are fulfilled:

- A. All schedule changes must go through the assigned counselor.
 - B. Schedules will not be changed without appropriate signatures on the Change Form.
 - C. The schedule change has been entered into the computer and the student assigned a new schedule.
 - D. The student must **attend classes in the current schedule** until it has been changed. Failure to do so will result in discipline for class cuts.
2. Adding a Class After School Begins. Course additions must occur no later than five (5) day after the beginning of a semester or year course. Course additions are subject to course availability. A course may be scheduled in place of a study hall. The schedule will not be rearranged to accommodate an additional course.
 3. Course Withdrawal After School Begins. Students may drop a course without penalty until the first 12 school days of a Quarter Block Class or the twenty-third day of a semester class and the end of the first grading period for a year class. The course will be replaced with a study hall. Students will not be permitted to drop a class if their class load would drop below the required amount (5 courses each semester for 11th and 12th graders and 6 courses for 9th and 10th graders).
 4. Course Level Transfer Requests. Students and parents requesting a course level change or a transfer from an honors or advanced placement course to regular placement after the beginning of the school year must first discuss this concern with the course instructor. The instructor can best evaluate the academic placement of the student, and with the approval of

the department chair, the appropriate form should be completed and sent to the Guidance Office for schedule adjustment.

Teacher recommended course reassignment will be made only until the end of the first grading period. Student initiated reassignment (without teacher recommendation) will be made at the end of the first grading period or earlier upon approval of the teacher. The grade earned to date will follow the student to the reassigned placement. For any reason when a student transfers in a course to a different class the grade earned to date will follow to the reassigned class.

DROPPING A COURSE AFTER THE DEADLINE WILL RESULT IN AN "F", WHICH WILL APPEAR ON THE TRANSCRIPT AND BE INCLUDED IN THE G.P.A. THE STUDENT/PARENT/GUARDIAN SHOULD MEET WITH THE TEACHER AND GUIDANCE COUNSELOR WHEN THIS CONCERN MAY ARISE.

5. Repeating a Class When a "D" Has Been Earned in a Sequential Class.

- A. This policy applies to sequential classes only where a D has been earned (e.g. Span 1, Span II, Alg I, Geom)
- B. Students electing to repeat the course **during the school year** at GLHS may "replace" the original grade with the new grade earned. Both grades will show on the transcript, but only the replacement/ higher grade will be calculated into the GPA. Please note that students repeating a course in which they had a D **will not** receive additional course credit for the repeated course.
- C. Students who have a D in a sequential class may also choose to repeat the course in Summer School in order to gain missing skills. If they repeat the course in Summer School, the SS grade will be averaged with the original D and that grade will be posted as the SS grade, which would then count in the GPA. The original D remains on the transcript but will not count in the GPA. (No additional credit would be posted).

6. Summer School

- A. Courses taken for credit in an approved summer school program will be recorded on the student's cumulative record.
- B. All letter grades earned in Summer School due to failures will be calculated in the GPA. These grades do not replace the original F, which will remain on the transcript. Both the original F and the SS grade will be reflected in the GPA.
- C. The student must be enrolled in the course at the end of the semester/year and fail the course in order to be eligible to take it as a make-up course in Summer School for credit. See above section for students who choose to repeat with a D in a sequential course.

STATE OF OHIO GRADUATION TEST

In order to receive an Ohio high school diploma, a student must pass all five parts of the Ohio Graduation Test (writing, reading, mathematics, citizenship and science) and meet credit requirements for graduation. The OGT is administered twice a year. The fall test will be given the week of October 24, 2011 with 5 results being mailed out to the students at the end of January 2012. The spring test will be given the week of March 12, 2012 with results being mailed to the students at the end of May 2012. OGT testing is available in the summer.

HONORS DIPLOMA FOR CLASSES 2011 AND BEYOND

4 credits of English

4 credits of Math (at least Algebra I, II, Geometry and another higher level course or sequence of courses)

4 credits of Science (including physics and chemistry)

4 credits of Social Studies

3 credits of 1 Foreign Language or 2 units of 2 Foreign Languages

1 credit of Fine Arts

Overall GPA of 3.5 up to last grading period

Career/Technical not counted toward requirements and **may not** be used to meet requirements.

Obtain composite score of 27 on the ACT OR score of 1210 SAT for the critical reading and math

COLLEGE ENTRANCE AND CAREER EXAMINATION SCHEDULE

1. PLAN, for college bound sophomores October 12, 2011.
2. PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test) for college bound juniors October 12, 2011.
3. ACT (American College Testing) for college bound students September 10, 2011, October 22, 2011, December 10, 2011, February 11, 2012, April 14, 2012 and June 9, 2012.
4. SAT (Scholastic Aptitude Test and Achievement Tests) for college bound students October 1, 2011, November 5, 2011, December 3, 2011, January 28, 2012, March 10, 2012, May 5, 2012, and June 2, 2012. SAT information is available in the Guidance Office.

Registration materials are available in the Guidance Office. Students may take the ACT or SAT college entrance tests as often as desired. The initial testing should not take place any later than the end of the junior year. Students may register online at www.act.org and www.collegeboard.com.

ADVANCED PLACEMENT TESTS

College Entrance Examination Tests for possible college credit and advanced placement in college courses are offered in May of each school year at Lincoln High School. All students enrolled in AP courses are required to take AP tests.

*****2012 AP Exam Schedule is May 7 – May 18, 2012*****

POST SECONDARY SCHOOL ENROLLMENT OPTION

Lincoln High School participates in the PSEOP in accordance with the Ohio State Board of Education Rules 3301-44. This program permits high school students in grades 9-12 to expand educational opportunities while in high school and earn college and high school credit through the successful completion of college courses. Students admitted to the program will be required to perform at the same level as the college's regular students. College courses will supplement the high school curriculum and will not substitute for any high school graduation requirement. Grades will not be reflected in the high school GPA. Students must designate which option they wish to pursue at the time of enrollment:

OPTION A – The student elects to take courses for college credit only. The student/parents pay all costs.

OPTION B – The student elects to take courses for high school and college credit. The payment of fees is the responsibility of the Ohio Department of Education pursuant to ORC 3301-4407.

1. Students must notify their counselor in writing of their intent to participate by March 30 before the year of participation. A meeting with counselor, parents and student is required to clarify all PSEOP guidelines. Failure to do so will make them ineligible to participate without the permission of the superintendent.
2. High School students may enroll in college courses upon acceptance by the college.
3. If the student fails to complete the course(s), the parent or student will be liable for any and all financial obligations.
4. No high school course required for graduation may be waived for any student participating in this program.
5. Texts and related supplemental materials purchased for the student under the provisions of Option B are the property of the school. The student is responsible for returning texts and supplemental materials to the school at the conclusion of the course and for any fines associated with abuse of the text and related materials.
5. Transportation will be the responsibility of the student/parents.

ACADEMIC AWARD & HONORS

1. Presidential Award for Educational Excellence.
GPA - 3.5
2. State Department of Education Award of Merit.
 - A. English - 4 credits (may include ½ credit of fundamentals of Speech)
 - B. Mathematics - 3 credits (must include 1 credit of algebra and 1 credit of Geometry)
 - C. Science - 3 credits (must include 2 credits from among biology, chemistry, and physics)
 - D. Social Studies - 3 credits (must include 2 credits of history and ½ credit of civics or government)
 - E. Foreign Language - 3 credits (must include no less than 2 credits of any language for which credit is sought, i.e. 3 credits of 1 language or 2 credits each of two languages)
 - F. Complete 2 credits from one or more of the following, or two additional credits for one or more of the areas listed in A through E above.
 - (1) Business
 - (2) Computer Science
 - (3) Visual or Performing Arts
 - G. Maintain above average attendance for grades 9-12 as compared to a four-year state average.
 - H. Demonstrate outstanding achievement in the curriculum as evidenced by one of the following: earning the equivalent of an overall GPA of at least 3.25 on a four-point

scale for grades 9- 12, earning the equivalent of an overall GPA of at least 3.5 on a four-point scale for grades 11 and 12, or ranking in the top 25% of the class, whichever is more inclusive.

- I. Participate in at least one co-curricular, extra-curricular, or community activity during the four years in high school.
- J. Demonstrate outstanding citizenship/character traits during grades 9 through 12. Criteria shall include no suspension from school during grades 9 through 12 for possession, sale, and/or use of intoxicants, illegal drugs, or controlled substances.

3. Academic Recognition Night. Specific grade point average:

- A. 9th grade 3.9 GPA
- B. 10th grade 3.8 GPA
- C. 11th grade 3.7 GPA
- D. 12th grade 3.6 GPA

4. National Honor Society.

- A. Specific grade point average, 3.5 or above for both juniors and seniors.
- B. Outstanding school/community leadership and citizenship.
- C. Honorary service organization with service projects.
- D. Membership based on faculty and committee recommendations.

GRADING SCALE

<u>GRADE</u>	<u>REGULAR SCALE</u>	<u>AP SCALE</u>	<u>HONORS SCALE</u>
98 - 100 = A+	4.0	5.0	4.5
92 - 97 = A	4.0	5.0	4.5
90 - 91 = A-	3.7	4.625	4.1625
88 - 89 = B+	3.3	4.125	3.7125
82 - 87 = B	3.0	3.75	3.375
80 - 81 = B-	2.7	3.375	3.0375
78 - 79 = C+	2.3	2.875	2.5875
72 - 77 = C	2.0	2.5	2.25
70 - 71 = C-	1.7	2.12	1.9125
68 - 69 = D+	1.3	1.625	1.4625
62 - 67 = D	1.0	1.25	1.125
60 - 61 = D-	0.7	0.875	0.7875
0 - 59 = F	0.0	0.000	0.0000

AP grading scale will be a weighted factor of 1.25.

Honors grading scale will be a weighted factor of 1.125

Students need to attain the following units of credit to achieve the next grade status:

10th grade status.....5.0 credits
11th grade status.....10.00 credits
12th grade status.....15.0 credits
Graduation.....20.0 credits

TRANSCRIPTS

Official transcripts must be sent from institution to institution. Only unofficial transcripts will be released to students. Each transcript requested costs \$2.00. Allow five (5) working days for processing. Requests submitted without the required five-day processing time will be assessed a \$10.00 late fee. Please be aware of deadlines.

PROGRESS REPORTS

Teachers will give Progress reports to the students at the half waypoint of **EACH** 9-week period. Parents should anticipate these progress reports and should call respective teachers with concerns over grades.

Dates when issued

First 9 weeks.....	September 23 rd	Second 9 weeks.....	December 2 nd
Third 9 weeks.....	February 24 th	Fourth 9 weeks.....	May 3 rd

GRADE CARDS

Grade cards are distributed every 9 weeks. Grade cards for the end of the year are mailed. Dates when issued:

First 9 weeks.....	November 9 th	Second 9 weeks.....	January 30 th
Third 9 weeks.....	April 9 th	Fourth 9 weeks.....	June 15 th

Grade cards will be held, but not limited to, the following reasons:

- Overdue library books or fines
- Lab/class fees
- Lost/damaged textbooks
- Instructional fee
- Parking fines

FINAL EXAMS

The high school operates a special exam schedule at the end of the first semester and the end of the school year. **Student attendance for every exam period is extremely important.** Exams will not be given earlier than the scheduled time.

Exams represent 1/5 of the semester grade.

Seniors with an "A" average in their semester courses will be exempt from a final exam.

Seniors in a yearlong course will take a semester exam. Seniors with an "A" average for a yearlong course, will be exempt from the end of year final exam.

*The exam schedule is subject to change from year to year.

WITDRAWAL PROCEDURES

Withdrawal procedures for students UNDER 18 years of age require:

1. Full time work permit indicating 30 hours or more per week. The work permit may be picked up in the Guidance Office.
2. Parents/legal guardians ONLY must appear in person in the Guidance Office to sign the student's withdrawal papers.
3. All books must be returned.
4. All fees and charges must be paid.

Students OVER 18 years of age who wish to withdraw must first see their counselor.

GENERAL INFORMATION

SECURITY CAMERAS

Video surveillance may be in use in any area of the school facility where privacy is not expected.

STUDENT SAFETY

In cooperation with the Gahanna police department, the use of police dogs in the parking lots and buildings, including lockers may be used to identify illegal substances. Students may be subject to searches conducted by school personnel and/or the Gahanna police.

PESTICIDE APPLICATION ON SCHOOL PROPERTY

Pesticides may periodically be applied to school property. Parents have the right to request prior notification of pesticide applications on school property. Any parent that wishes to have prior notification of pesticide application should notify the building principal in writing. Prior notification will be provided to those parents who request the notification in the form of a written notice to be sent home with the child or through email.

ID CARDS

All students of Gahanna Lincoln High School are required to carry their picture IDs with them at all times. Students are required to show their picture IDs at school activities and at the request of any school employee. A replacement fee of \$5.00 will be charged to replace the original ID.

TIMES FOR STUDENTS TO BE ON PREMISES

Students are permitted in the high school **from 7:00 a.m. until 3:05 p.m.** Students who are not involved in school-sponsored activities after school are to leave **promptly** after school. Students who are remaining for an activity must **report to the assigned area and/or coach/advisor by 3:05 p.m. Doors will be locked by 4:00 p.m.**

Students who are not involved in an activity and have to remain on the premises must have a parent call Dr. Prince (478-5500) and have a note to show any administrator or campus supervisor who might question their presence on campus. Students waiting to leave the campus must remain in the front lobby vestibule of Lincoln Hall ("A" building). Students are to be **OFF** school grounds during their "early dismissal" times. Students with "early dismissal" who are waiting on their rides need to wait in the outer front lobby vestibule outside the inner double doors of the front lobby. Students returning early from the Career Centers must also remain in this area. Students with Early Release should not ride the bus home.

LUNCH

Ninth and Tenth grade students will remain in the café during assigned lunch period.

- Students will **speak in a low conversational tone and remain seated** until the bell for dismissal from the cafeteria. Lunch Bell release times: **4th per 11:06 a.m. 5th per 11:59 a.m. 6th per 12:52 p.m.**
- Students may then proceed to the lobby, school store (Paw Print), or remain in the cafeteria.
- Students are responsible for the disposal of their trash before the dismissal bell from the cafeteria.
- Students must have table cleared of trash and trays so that staff may clean the tables.
- **Closed Lunch Policy means that a ninth or tenth grade student will remain in the cafeteria during the lunch period until dismissed to the lobby. Failure to comply with this policy will result in Disciplinary consequences for freshmen and sophomores: 1st offense ASD 2nd offense OSS.**

Eleventh and Twelfth grade students will be allowed to leave campus for lunch. OR They may eat lunch in the cafeteria and remain there until release time. Leaving school grounds for lunch is a privilege extended to **juniors and seniors**. In order for a student to retain this privilege, the following regulations must be maintained:

- A. All students walking must respect the property of the people and businesses.
- B. Appropriate driving and behavior during time off campus.
- C. All business establishments must be afforded courtesy.

School policy is in effect during lunch periods and students must conduct themselves in an appropriate manner.

All outside doors are secured because classes are in session and for the safety of students. Students returning from lunch must enter through the Lobby of A building or B building.

Parents may contact an administrator to request closed lunch.

Level of disciplinary consequences for 11th and 12th grade lunch students:

- Six week loss of open lunch privilege.
- Eighteen week loss of open lunch privilege.
- Loss of open lunch privilege for the entire year.

Cafeteria services are available in the café with plate lunches or la carte menu. Juniors and seniors have the option of eating lunch in the cafeteria or off school grounds. Classes are in session for students not on lunch break. **The consumption of meals is permitted only in the cafeteria.** Students are not allowed to eat meals in the lobby or hallways. Trash bins are in all areas of the school. Failure to comply may result in discipline.

Any 11th or 12th grade student not planning to return to school for the afternoon must either sign out through regular procedures or their parent/guardian must contact the Attendance Office **BEFORE THE END OF THAT DAY** for that student's absence to be excused. The Inphonet absence line can be accessed 24 hours and is checked daily. Also the answering machine in the Attendance Office activates during non-office hours.

GAHANNA LINCOLN HIGH SCHOOL RULES AND REGULATIONS

ATTENDANCE POLICIES AND PRACTICES

Good attendance is critical to the educational success of all students. However, the school does recognize that there are occasions when students are ill or will need to miss school. The following procedures govern all absences from school. Please refer to Senate Bill 181 for a summary of the Major Provisions policy for Habitual and Chronic Truancy.

1. **Call-ins** - Whenever a student is absent from school, parents are requested to contact the Attendance Office **at 478-5515** between the hours of 7:15 a.m. and 3:15 p.m. An answering machine records all messages during other times. Or you may call on Inphonet (24 hr \ availability) at **337-3737 ext. 3004**. If no communication is received from parents, students will be carried **unexcused** for a total of **three (3)** days. Parents may clear up the unexcused absence within the three-day period by calling the Attendance Office or sending a note. Any absence not cleared up after three (3) days will remain unexcused and may be subject to disciplinary action.
2. **Tardy to School** - **Students must be in the classroom when the bell rings.** All students who are late for school should report to the Tardy Table or Attendance Office on arrival on campus to avoid truancy. Students arriving by school bus must be in class when the bell rings. Failure to sign in on late arrival will result in discipline consequences. Tardy students, whose parents did not call, should bring a note from the parents to the Attendance Office. Refer to #9
3. **Planned Absences** - Students who know in advance that they are going to miss school (examples: vacation, college visits, out of town) should bring a note from their parents to the Attendance Office and obtain a **Planned Absence form 3 calendar days prior to the planned absence.** This form must be signed by all teachers and returned to the Attendance Office before the student's absence. All assignments must be completed during the absence

and submitted to teachers on the day of student's return. Students should make arrangements to make-up tests upon return. Failure to do so could result in the absences being considered unexcused. A student is permitted **5 planned absence days per year**.

Students choosing to participate in "Take your Student to Work Day" must have an invitation from the workplace along with a note from parent(s) for this planned absence 3 calendar days prior to day of absence. This procedure minimizes disruptions with the Attendance System. Students should also follow the procedure of completing assignments and submitting them on the day s/he returns to school.

4. **Leaving School Grounds** - Any student who needs to leave school property during the school day must have both parental and administrative permission before leaving school grounds. Students should bring a note from parents requesting that they be allowed to sign out at a specific time and to a specific destination. All notes should be brought to the Attendance Office prior to the student's first period class or between classes.

To avoid a long wait when picking up students, please send a note with student or call the Attendance Office that a.m. Students who sign out for medical or court appointments, will be required to bring back a stamped pass from the doctor, dentist or court and turn it in to the Attendance Office for it to be excused.

Any student leaving school property for any reason at any time during the school day must sign out in the Attendance Office. Failure to do so will result in the absence being considered unexcused.

If students become sick at school, they may report to the clinic during the school day. Students with early dismissal must leave promptly and **MAY NOT ride the bus home**. Failure to leave the premises will result in enrollment in study hall. Students arriving from the Career Centers must remain in the outer vestibule of the front lobby since school is still in session.

5. **Excused Absences** - Absences from school may be excused for the following reasons:
 - A. Personal illness
 - B. Family illness
 - C. Death of a relative
 - D. Quarantine
 - E. School business
 - F. Official Religious Holiday
 - G. Family emergency
 - H. Parent/Guardian request

The principal or his/her designee may grant an excused absence. Because of the Needs Medical Excuse policy, students are encouraged to provide the Attendance Office with a doctor's excuse whenever one is available as those days will not count in the fifteenth (15) day total which places a student on NME status.

6. **Make-Up Work** - When requesting work from teachers for a limited time of absence, please call Mrs. Effie Johnson in the Principal's Office.
 - A. Arrangement for make-up work is the **RESPONSIBILITY OF THE STUDENT** and should be scheduled at times when the teacher is available.
 - B. Teachers will give students specific instructions at the beginning of the year on how to make up work when absent.
 - C. A student who is in school any part of the day **MUST** turn in assignments due that day, such as homework, projects, etc. Students should deliver these assignments directly to the teacher.
 - D. Students who are absent one day need to turn in their assignments the following day. Students who are absent up to four (4) days will be allocated the same number of days absent to makeup their work. Students who are absent five (5) or more days will have seven (7) days to turn in their assignments.
 - E. Students who are absent on that day prior to a pre-announced quiz/test **MUST** take the quiz/test on the scheduled date **UNLESS NEW MATERIAL** was covered on the day of the absence. Homework assigned prior to the student's absence is due upon his/her return.
 - F. Suspended students are encouraged to complete work missed, but are reminded that credit cannot be given.
 - G. **Special projects with pre-announced deadlines, such as research papers, are due on the assigned date and class period. It is the responsibility of the student to see that such assignments reach the teacher before the beginning of the assigned period.**
Students should be aware that teachers may give a different text/exam for make-up purposes.
7. **Needs Medical Excuse** - After a student's **15th non-medically excused absence** from school, he/she may be placed on NME. This will require that the student have a doctor/dentist/court excuse for every absence/tardy in order for it to be excused. **IF THE STUDENT DOES NOT HAVE A DOCTOR/DENTIST/ COURT EXCUSE, THE ABSENCE/TARDY IS UNEXCUSED. A student has three (3) days to provide a doctor, dentist or court excuse.** An NME student who gets permission from parent to go home from the clinic is unexcused and the student receives a zero on all work missed, unless the student has a temperature of 100 degrees or higher or a communicable illness.
8. **Unexcused Absences and Tardiness** - The following are examples of unexcused absences/tardiness:
 - A. Truancy
 - B. Cutting of any classes or study halls
 - C. Shopping, Tanning, Portrait Sitting, Cosmetic Appointments, Baby-sitting, Driving classes, etc.
 - D. Oversleeping

- E. Missing the bus or missing a ride
- F. Car trouble
- G. No parent contact with Attendance Office.

When a student has an unexcused absence/truancy, he/she will receive a zero for all work missed. In addition, the truant student is subject to disciplinary action. Unexcused absences or unexcused tardiness not cleared up within three (3) school days will remain unexcused.

9. **Tardiness** - A student who is late to school must sign in at the Tardy Table or Attendance Office before attending class. Failure to do so will result in disciplinary consequences. Students arriving between 7:35 a.m. and 7:50 a.m. will be reported tardy to school.
- Unexcused arrivals to school after 7:50 a.m. will be counted as a class cuts.
 - Unexcused tardiness until 11:30 a.m. counts as ½ day unexcused absence.
 - Unexcused tardiness after 11:30 a.m. will count as an unexcused absence for the entire day.
 - ½ day unexcused absence during the school day will result in the student's inability to participate in after school activities.
- Consequences for tardiness will result in warnings, detentions and suspensions.
10. **Class or Study Hall Cuts** - Class or study hall cuts will result in the following: parental contact, detentions or suspensions.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR POLICY

Harassment, intimidation or bullying, whether by other students, staff or third parties, is strictly prohibited and will not be tolerated. This includes various forms of aggressive behavior, including, but not limited to, physical, verbal and psychological abuse. Harassment, intimidation, and bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits towards another student(s):

more than once and

the behavior causes mental or physical harm and

is sufficiently severe, persistent or pervasive so that

it creates an intimidating, threatening, or abusive educational environment.

Aggressive behavior can be defined as inappropriate conduct that is repeated enough, or severe enough to negatively impact a student's educational, physical, or emotional well-being. Examples include, but are not limited to:

Stalking

Bullying

Cyber bullying (includes internet, PDA, cellular phones, all social media networks)

Intimidation

Menacing

Coercion

Name-calling

Taunting

Making threats

Hazing

The policy applies at school, to and from school and at any school-sponsored event.

REPORTING

Parents: Any parent or guardian who believes that their child has been a target of bullying behavior is encouraged to immediately report such behavior to school personnel.

School personnel will document the concern, or provide the documentation form to the parent, and forward the information to the principal or assistant principal. Administration will investigate allegations and complete a written summary of the findings.

Students: All students are encouraged to report such behavior to a staff member and may maintain anonymity if desired. However, anonymity may limit the scope and outcome of an investigation.

School personnel: Staff is required to report any suspected bullying or harassment behavior to administration. They may make a verbal, informal report, which the administrator will document or they may complete a report form themselves, which allows the principal to begin the investigative process.

Administrators will:

Complete any necessary documentation and complete the investigation.

Notify the complainant of the outcome of the investigation, within the confines of educational law. If aggressive behavior is verified, the administrator will notify the parents of the victim, as well as those of the aggressor. Semi-annually, principals shall submit a written summary to the Superintendent of verified bullying and harassment incidents, which will then be submitted to the board and posted on the web site.

PRIVACY AND IMMUNITY

All efforts will be made to protect the identity of the complainant or witnesses. All records generated under this policy will be kept confidential to the extent permitted by law. A school district employee, student or volunteer shall be individually immune from liability in a civil action for damages from reporting an incident in accordance with this policy and state law.

EDUCATION AND NOTIFICATION

The district will provide training and education to staff and students related to bullying and harassment, including information related to the implementation of this policy.

BUS CONDUCT

Riding to or from school on buses furnished by the Board of Education is a privilege and also a convenience for high school students. The driver is responsible for the bus and therefore his/her instructions must be followed. The failure of a pupil to follow these rules and regulations may result in administrative discipline and/or forfeiting the privilege of transportation by school bus. Students must only ride the assigned bus.

DISCIPLINE

Lincoln High School must provide each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by his/her actions, poor manners, or lack of consideration. All rules and regulations are instituted and enforced with this thought in mind. Personal self-discipline and responsibility are goals of student growth. The teacher or administration will use student conferences, parent conferences, or detention when necessary. Discipline will be administered shortly after the occurrence or as soon as the natural process allows.

DRESS AND APPEARANCE

Dress and grooming for the students of Lincoln High School is an individual family matter as long as the common rules of health, safety and decency are maintained. Students should govern their dress and grooming by maintaining reasonable standards for neatness, cleanliness and safety. ***Shoes must be worn at all times.**

Unacceptable attire and fashion fads include but are not limited to the following:

Chains and spiked accessories

Leggings are not pants. Shirts covering leggings must be fingertip length

Clothing with rips & holes in areas disruptive to the educational process; holes inappropriately sized and placed

Hats, ball caps, bandannas, headbands, kerchiefs or head coverings

Towels

Tops disruptive to the educational process: no tube tops, no halter tops, no spaghetti straps

***Even with a jacket over tops!**

Fishnet type shirts and/or revealing clothing

Sleeveless shirts for males

All female outer clothing must have straps at least 1" wide

Areas of the body or underwear should not be visible

Exposure of bare areas in torso – upper and lower

Sunglasses/Face Paints or Masks

Pants inappropriate size and not secured at waist-**No boxers or shorts above pant waistline**

Shorts, skirts and dresses disruptive to the educational process: skin tight and less than fingertip length, gym type shorts less than mid thigh length, Biking and/or boxer shorts

No group shirts unless school sponsored/approved

Clothing and accessories advertising alcohol, tobacco, drugs or group or gang related information or sexual connotations, negative or profane, as well as any other clothing that may be disruptive to the educational process or good order of the school

Underwear and sleepwear may not be used as outerwear

House/bedroom slippers

No head coverings, bandannas or sunglasses may be worn upon entering the building and during the regular school day. These items will be impounded and will be returned to the parent only. While we will make every effort to

secure items we cannot guarantee the security of impounded items. **Secured items will be kept for two weeks and then placed in LOST and FOUND.**

***Students violating dress code will be sent home or asked for clothes to be brought in. Repeated offenses will result in disciplinary action.**

GROUP APPAREL APPROVAL

We support the tradition of class sweatshirts for the junior and senior class, to allow for individuality while maintaining one universally accepted meaning for the letters and to safeguard against inappropriate meanings, which disrupt the educational process at GLHS. The procedure for group apparel approval:

- A. An application must be submitted to the activities assistant principal or to the principal giving the logo, phrase, or initials to be placed on the apparel. The universally accepted meaning for the logo, phrase or initials must be explained.
- B. The meaning is expected to be appropriate for school use.
- C. If it is a non-approved school group or activity, all participants must sign the application indicating their understanding of the meaning and the procedure.
- D. Administrative approval is necessary before the shirts or other apparel are ordered.
- E. If an inappropriate meaning becomes apparent at school, the offending individual student(s) will not be allowed to wear the group apparel; disciplinary consequences will follow.
- F. Numerous violations will result in a review of the procedure permitting group shirts or other apparel.

DRIVING/PARKING PRIVILEGES

Only cars with permits issued by the administration may be parked in student assigned areas. Parking without permits will result in disciplinary action. **STUDENTS ARE NOT TO PARK ON THE GRASS OR FIRE LANE FOR ANY REASON.** Cars driven by students are not to be occupied or moved during the hours school is in session except when leaving school grounds for lunch or other off campus business. If it is necessary for a student to be in the parking lot at any time, he/she must have permission. Reckless operation of motor vehicles will not be permitted on school property. The privilege of parking on school property may be denied any student who violates the parking rules or is a safety hazard. **Illegal parking may result in a fine being assessed, disciplinary consequences and/or loss of parking privileges.**

SENATE BILL 204 LOSS OF DRIVER'S LICENSE/TEMPORARY PERMIT

1. Under Ohio Law (3321.13), the Superintendent **MUST** report any student less than 18 years of age who drops out of school to the Registrar of Motor Vehicles and Juvenile Court. This will result in the suspension of license or temporary instructor's permit.
2. Students involved with the selling or distributing of drugs **WILL BE** reported to the Registrar of Motor Vehicles, resulting in the loss of their license or temporary permit.
3. Students under 18 who are expelled from school for any reason **WILL BE** reported to the Registrar of Motor Vehicles and lose their license or permit.

4. Students under 18 **SHALL BE** reported to the Registrar of Motor Vehicles if they are: A. habitually absence (10 or more consecutive unauthorized days or 15 unauthorized per semester) B. found in possession, or under the influence, of drugs or alcohol at school or at a school function.

PARKING RULES AND REGULATIONS

Parking at GLHS is a privilege extended on a limited priority basis. Students who are issued parking permits accept the responsibility of adhering to school policies and safe driving practices. **Only the person to whom this permit is issued may use the permit.** Selling of this permit or allowing others to use it will result in the permit being revoked and possible discipline consequences and towing off property may be administered. The school reserves the right to restrict access to parking on campus to facilitate special events in the buildings. Failure to adhere to these rules will result in a fine. **Any permit holder's vehicle(s) may be subject to towing after the first ticket is issued.** Multiple parking violations will result in school discipline and/or the loss of parking privileges. A student not purchasing a parking pass, tampering with or forging a pass and found parking on school grounds or in other authorized lots may be towed and will be charged as follows:

\$25.00 per violation

The parking lot will be patrolled on a daily basis!

CELL PHONES & MOBILE DEVICES

Cell Phones must be secured safely while at school. Use of the cell phone during school hours, 7:35-2:50, is allowed ONLY before 7:35, after 2:50, between classes and during lunch. Phones which are **in hand** are considered being used and may be impounded and secured. Phones will be returned to parents. Students who continue to disregard this policy may be disciplined under Code 16 of the Code of Conduct. *Parents may contact a student by calling the receptionist, at 478-5500. **Inappropriate use of CAMERA PHONES is prohibited in the school zone. The use of any technology to videotape or photograph persons or school property without the prior expressed consent of a school official is strictly prohibited.**

EMERGENCY REMOVAL

Students may be removed from class or school on an emergency basis for behavior that may jeopardize that student, other students or staff. Emergency removal of a student will be an administrative decision. The administrator will decide whether the absence will be excused or unexcused.

EXTRACURRICULAR EXPECTATIONS

Participation in extracurricular activities is a privilege and therefore all rules and regulations of Lincoln High School will remain in effect for all activities at all times either on or off school premises. Students must be present in school for at least half day to participate in an after school activity.

HALLWAY CONDUCT

Students should be in the halls only during the exchange of classes and are expected to obey the common rules of **courtesy**. Excessive aggressive behavior and noise are inappropriate and may be subject to discipline. Students will not engage **IN KISSING** while on the school campus.

LUNCHROOM CONDUCT

Students will remain seated during lunch. Lunchroom etiquette requires speaking in a conversational tone. Permission is required to leave the lunchroom before the dismissal bell. (Refer to General Information – Lunch)

NEIGHBORHOOD ETIQUETTE

Remember to respect the property of the homes in our community. Congregating on private property without the owner's permission is trespassing. We all represent GLHS, please remember to respect the institution and represent our **BRAND**.

LOCKERS

Lockers are the property of the school district. Lockers are optional to all students at registration or in the Attendance Office. Students may **NOT** change lockers after assignment without permission of the Attendance Office secretary. The administration reserves the right to inspect any and all lockers as needed. Locks will be removed from unassigned lockers. The students are responsible for cleanliness and neatness of the assigned lockers. The security of the lockers is the responsibility of the students.

All students are urged to secure their personal property with a lock at all times. Do not share the locker combination or key with other students.

Lockers for the Physical Education classes should also be secured with a lock during class time. A secured Locker Room does not ensure security of valuables and money. It is inadvisable to bring valuables or money to school.

PROHIBITED ITEMS

The following Items are inappropriate and strongly discouraged for students to bring to school, but are not inclusive:

*Ipods/mp3 players	Towels	Boomboxes
*CD players/head sets	*Radio/televisions	Balloons
*Electronic games	*Noxious/toxic items	Flowers
*Squirt guns	*Shaving cream	*Laser pens
Playing cards	Skateboards/Roller blades	*Dice

Starred items will be returned to parents ONLY. Students may be subject to disciplinary action. Students from the Career Centers will abide by prohibited items policy while on Lincoln High School campus. We are not responsible for lost or stolen items.

STUDY HALLS

Study Halls are to be used for homework, reading, or work related to learning. Students are expected to be on time and in their seats before the bell. Conversation among students is inappropriate. Common courtesy is to be used at all times for a quiet, non-distracting atmosphere. Students who want to be assigned to another study area of the building must bring a pass from the assigning classroom teacher.

MATH AND WRITING LABS

Students may use the Math and Writing Labs for tutoring during a Study Hall or Lunch period. An English and Math teacher are assigned to tutor students who want extra help. Students must report to Study Hall with a pass from assigned classroom teacher or have a pass to leave the cafeteria before being allowed to go to Math and Writing Lab.

INFORMATION CENTER

Students may use the Information Center during Study Hall and Lunch Periods. Study Hall students must first report to Study Hall with a pass from an assigned classroom teacher before being allowed to proceed to the Information Center.

TEXTBOOKS

When textbooks are issued to each student in the subject areas, the student is responsible for seeing that proper care is taken of each book. If the book is lost or defaced in any manner, the student is responsible for making payment according to a set schedule. Student record/grades will be held until payment is made.

PROBLEM SOLVER LOCATOR

Accident Report	Nurse Mrs. Wright	478-5579
Activities	Administrator/Attendance Office	478-5515
Athletic Boosters	Mr. Sanford	478-5518
Athletic Eligibility	Mr. Sanford	478-5518
Attendance	Attendance Office	478-5515
Calendar	Mr. Sanford	478-5518
Change of Address	Attendance/Guidance Office	478-5508
Clinic & Medication	Nurse Mrs. Wright	478-5579
Club Information	Mr. Foltz/Attendance Office	478-5515
Grade Questions	Counselor, Guidance Office	478-5508
Graduation	Mr. Walton, Attendance Office	478-5515
Intervention Assistance	Phyllis Solove	478-5500
Job Opportunities	Kip Lynch, DECA	478-5517
Locker Problems	Attendance Office	478-5515
Lost and Found	Custodian's Office	478-5500
Messages to Students	Principal's Office	478-5500

Messages to Teachers	Principal's Office	478-5500
Ohio Graduation Testing	Guidance Office	478-5508
Parking	Dr. Prince, Attendance Office	478-5515
Renaissance Program	Attendance Office	478-5515
Scheduling Questions	Guidance Office	478-5508
Special Needs Students	Mr. Semer, Central Office	337-3777
Student Government	Administrator/Attendance Office	478-5515
Transportation (Bus)	Danita Roush	751-7581
Tickets: Sports	Mr. Sanford	478-5518
Tickets: Musicals	Principal's Office	478-5500
Transcripts	Guidance Office	478-5508
Work Permits	Guidance Office	478-5508

INPHONET

The Gahanna Lincoln Administration and staff strongly urge our community to use our 24 hr. communication system - **Inphonet, by calling 337-3737**. You can acquire information, leave a message with any of the staff, or be brought up to date on important events in our District.

BOARD OF EDUCATION

Charles Wise	0201	cdubwise@sbcglobal.net
Jill Schuler	0202	jillschuler@sbcglobal.net
McKenna, Windy	0200	mcken4@aol.com
Scott Mounts	0203	mounts.sl@sbcglobal.net
Claire Yoder	0204	cyoder1@insight.rr.com
Leave A Question	0205	

DISTRICT LEADERSHIP

White, Mark	0250
Superintendent's Message	0251

LINCOLN HIGH SCHOOL

Directory of Info	3000	
LHS Menu	3001	
LHS Principal	3002	carterd@gjps.org
Daily Announcement	3003	
Absence Line	3004	
General Info	3005	
Leave a Question	3009	

Athletic Info	3010	
Athletic Calendar	3011	www.schedulenet.com
Athletic Update	3012	
Directions	3013	
Academic Calendar	3019	
Performing Arts Calendar	3030	

**GAHANNA-JEFFERSON SCHOOL BOARD
APPROVED CODE OF STUDENT CONDUCT**

Students are expected to conduct themselves in an orderly, courteous, dignified and respectful manner at all times. The following code of student conduct specifies certain types of conduct for which a student may be suspended, expelled, or removed. Such conduct may occur either:

- A. On/off school grounds during school hours including the time immediately before and after school;
- B. On school grounds during a school-sponsored activity, event or function OR on school grounds at any other time when the school is being used by any school group;
- C. Off school grounds at a school-sponsored activity, event or function;
- D. In transit to or from school;
- E. On a school bus or at school bus stops;
- F. Off school grounds at any time for a violation (1) that involves assault upon, or damage or destruction to the property of, a teacher, administrator, or other school employee, or (2) that poses a danger to the security and well-being of teachers, administrators, other school employees, or that would put such person in fear of harm to personal security and well-being, or (3) that brings the District into ill repute (such as vandalism or the writing of graffiti that identifies the District or a school within the District).

Students are responsible for all items they bring on school grounds, e.g. the contents of cars whether known or unknown.

Students are also responsible for all the contents of book bags and items in possession, whether known or unknown.

A student who violates any of these rules may be suspended for up to ten (10) days, and may be expelled for up to one (1) year. If fewer than ten (10) days remain in the school year in which the violation takes place, any remaining part or all of the suspension or expulsion may be applied to the following school year. It shall be the decision of the proper school administrator, after weighing the facts and circumstances, as to which corrective measures are appropriate or adequate.

Students may be asked to make restitution of cost when necessary.

1. **Academic Misconduct** - A student shall not cheat on tests or other school assignments, or plagiarize. Any student caught cheating (giving or receiving) on a quiz, test, or project will receive a zero and may be subject to disciplinary action. Any student who steals the instructional materials from a teacher or staff member will be subject to disciplinary action. Any student, who **knowingly** provides a term paper, project or test information including the

Ohio Graduation Test for another student will be subject to disciplinary action. In the event a student is caught cheating on The Ohio Graduation Test; the proctor shall take the student's test booklet and give a written account of the incident to the Building Coordinator.

2. **Alcohol and Other Drugs** - No student shall possess, conceal, use, purchase, offer to purchase, sell, give, distribute, supply or otherwise transmit, offer to sell, give, distribute, supply or otherwise transmit, or be under the influence of any drug, prescription drug, inhalant or counterfeit drug, the use or possession of which is prohibited by law or school policy. Nor shall students possess, conceal, use purchase, offer to purchase, sell, give, distribute, supply or otherwise transmit any drug paraphernalia or instruments, such as pipes, roach clips, syringes, hypodermic needles, cocaine spoons or kits or any other items normally or actually used for the packaging, conveyance, dispensation or use of alcohol or other drugs. Failure to comply with this rule will be cause for suspension or expulsion from school, school property, and school activities. Counseling and/or treatment may be advised through an outside agency. Offenses are cumulative during high school career (10 OSS) **Any Alcohol or Other Drugs offenses occurring on school property OR at school sponsored events before or after school, will have severe consequences to the full extent of the Gahanna –Jefferson School Board Approved Code of Student Conduct.**
3. **Appearance and Dress** - Students shall not violate school rules pertaining to appearance and dress. Students shall attend school dressed in a manner which is clean, not hazardous to their safety or to the safety of others, and which does not detract from the educational environment. (**Refer to Dress and Appearance** section for list of unacceptable clothing)
4. **Attendance** - A student shall comply with school attendance regulations. No student shall be absent from all or any portion of regularly scheduled classes or other mandatory activities without school authorization and parental consent. Presence in unauthorized areas, such as the school parking lot during the school day, without a pass or without permission of a staff member, shall be considered a violation of this provision. Leaving the school campus without the permission of authorized school personnel shall also be a violation of this provision. Repeated tardiness to school or to specific classes shall also be considered a violation of this provision and may result in suspensions and expulsion. (**Refer to Attendance Policies and Practices for details.**)
5. **Civil Compliance** - No student shall violate any State Statute or City Ordinance while under school authority.
6. **Damage or Destruction of Property** - A student shall not cause or attempt to cause damage to or destruction of any school property or property belonging to another person. Disciplinary consequence will include restitution of cost where necessary.
7. **Disruption of School** - A student shall not by use of violence, gang activity, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally

- cause substantial disruption, induce panic or obstruction of the process or function of the school. Neither shall he/she urge other students to engage in such conduct.
8. **Explosives** - A student shall not offer to sell, sell, give as a gift, possess, handle, transmit, conceal or use any fireworks, explosive device, or substance, which can be used as an explosive. (10 OSS; recommendation for expulsion)
 9. **Extortion** - A student shall not compel or attempt to compel any person to give up anything of value by means of any expressed or implied threat, harassment, intimidation, or injury to person, property, or reputation.
 10. **Fighting/Assault** - A student shall not engage in fighting or otherwise cause physical injury or behave in such a way that could threaten to cause physical injury to staff, other students, or other individuals. (3-10 OSS with Recommendation for Expulsion)
 11. **Forgery/Falsification/Misleading School Personnel** - A student shall not forge the name of another person or falsify times, dates, grades, addresses, or any other information whether orally or in writing.
 12. **Gambling** - A student shall not gamble or assist others to gamble; e.g., card playing will not be permitted.
 13. **Gang Paraphernalia** - Students shall not use or possess gang related literature, or names on person, books or property.
 14. **Harassment/Bullying/Hazing** – A student shall not harass, bully, haze, persecute, intimidate, insult, abuse or participate in any act that injures, degrades, or disgraces any student, staff or other school employee. Any speech or action that is inappropriate because of its subject matter (i.e. gender, sexual, ethnic or religious and/or disability) and creates a hostile, intimidating, or offensive learning environment is prohibited. Harassment, intimidation or bullying is defined as any intentional written, verbal, or physical act that one student exhibits towards another student more than once that both: 1) cause mental or physical harm to the other student and 2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment. Cyber communication and dating violence are considered under this policy.
(Refer to **Bullying and Other Forms of Aggressive Behavior Policy** for details)
 15. **Identification** - All students must promptly, upon request, identify themselves to school authorities. **All students of Gahanna Lincoln High School are required to carry their picture IDs with them at all times**
 16. **Inappropriate Behavior/Other Conduct** - It is recognized that no list of prohibited conduct can specifically encompass every action which may become a subject of discipline. **The superintendent or building principal shall have the authority to impose discipline upon a student for conduct not set forth herein if it substantially disrupts or interferes with the good order, discipline, operation, or educational process of the school or if it materially poses a threat to the safety of persons or property.**

17. **Inappropriate Use of Technology** - Inappropriate use of computer (**Refer to STUDENT NETWORK AND ACCEPTABLE USE AND SAFETY AGREEMENT**), copier, fax machines, cell phones/camera phones, digital cameras and recorders are subject to disciplinary action.
18. **Insubordination/Disrespect** - A student shall comply with directives and accept Board authorized discipline and punishment from teachers, student teachers, educational aides, substitute teachers, principals, or other school personnel.
19. **Intimidation/Threats** - A student shall not threaten with physical violence or coerce by any means, any student, teacher, school employee or other individual. Nor shall a student urge another student or any other person to employ threats of intimidation. Any student who uses intimidation or threat of force using gang or ethnic group affiliation may be disciplined more severely.
20. **Laser Pens and Similar Devices** - Due to the potential for harm to persons and property, laser pens and other inappropriate electronic devices will be considered prohibited items on Gahanna Public Schools property. Possession or use could result in suspension. Parents may retrieve the confiscated item. Second possession, first use will be 3 OSS.
21. **Possession of Stolen Property** - A student shall not receive, retain, or possess school or private property knowing, or having reasonable cause to believe, it has been stolen.
22. **Profanity/Abusive Language/Obscenity** - A student shall not use profane, vulgar, racially or religiously or sexually derogatory, or other improper language. Nor shall a student use vulgar, profane or other improper gestures or signs.
23. **School Bus Violation** - A student shall not interfere with or disrupt the operation of a school bus by activities dangerous to its safe operation including, but not limited to, failing to remain seated, throwing objects out the window or at passengers or at the driver, shouting or other disorderly conduct which can cause physical harm, emotional stress or diversion of the driver's attention. Students shall conduct themselves in a safe and orderly manner while waiting to board the bus and after leaving the bus. They shall not trespass or impose on nearby property.
24. **Sexual Misconduct** - A student shall not engage in any sexual misconduct while on school premises, under school authority, or while attending any school-sponsored activities. "Sexual misconduct" includes public indecency, having sexual contact with another with or without consent, and sexually harassing comments and behavior. Students should report such conduct to a teacher or administrator.
25. **Theft** - A student shall not take or acquire the property of the school or any other person without authorization. A student considered to be an accessory or involved in any manner, to such activities may be subject to discipline.
26. **Throwing of Objects** - Students are not permitted to throw any objects including snowballs and ice on school property or within school jurisdiction.

27. **Tobacco** - No student shall possess or use tobacco, cigarette lighter and matches. (2 ISR; 3 OSS; 5 OSS)
28. **Trespassing** - A student shall not enter upon school grounds or into school buildings to which the student is not assigned, except with the permission of an appropriate administrator of that building or to attend a school-sponsored event in which his/her regularly-assigned school is involved or where students from his/her school have been invited to attend.
29. **Unauthorized Sales** - A student shall not sell, buy, and offer to sell or buy, or exchange any service or product without prior authorization of the building principal.
30. **Unauthorized Use of Fire** - A student shall not start an unauthorized fire, initiate a bomb threat or false fire alarm, and fail to report a fire, or tamper with safety equipment. Neither should student possess an incendiary device on school property (10 OSS, recommendation for expulsion and referral to proper authority).
31. **Violation of School Discipline Procedures** - The violation of conditions of student suspensions or other disciplinary procedures shall be considered a separate disciplinary violation and shall be subject to additional penalties. Students who repeatedly violate the Student Code of Conduct may be subject to additional disciplinary action.
32. **Weapons and Dangerous Instruments** – No student shall sell, possess, handle, transmit, conceal, use, distribute, supply or purchase or offer to sell, possess, handle, transmit, conceal, use, distribute, supply or purchase any object that is considered as a weapon, a dangerous instrument or look-a-like weapon. Weapons and dangerous instruments shall include any object, which is used or may be used to inflict physical harm or property damage. Examples, which are not meant to be all-inclusive, are knives, guns, chains, and sharpened sticks. Unawareness of the possession of weapons or dangerous instruments on school property does not absolve the student of responsibility for possession of that object. (10 OSS and recommendation for expulsion).

Our sensitivity to the nationwide concern for the safety of students underlies our adherence to a zero tolerance on weapons and dangerous instruments

REMOVAL, SUSPENSION, EXPULSION; AND

PERMANENT EXCLUSION OF STUDENTS

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, suspension, expulsion, or permanent exclusion is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process.

For purposes of this policy and the Superintendent's administrative guidelines, the following definitions shall apply:

- A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District.
- B. "Suspension" shall be the temporary exclusion of a student by the school building administrator from the District's program for a period not to exceed ten (10) school days. The student may not return to school until the days are served. Failure to follow this directive may result in additional days of suspension. If at the time of a suspension there are fewer days remaining in the school year than the number of days of the suspension. The Superintendent may apply any or all of the remaining period to the following school year.
- C. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed eighty (80) school days unless the incident involves a firearm. If at the time of an expulsion, there are fewer day remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year. If a student brings a firearm on school property in a school vehicle, or to any school sponsored activity s/he shall be expelled for one (1) year unless the Superintendent reduces the punishment for reasons related to the specific circumstances. The Superintendent may also expel a student for up to one (1) year if the student brings a knife onto school property in a school vehicle, or to any school- sponsored activity. A student may also be expelled for a year if s/he possesses a firearm or knife at school or any other property owned or controlled by the Board which firearm or knife was initially brought onto District property by another person. In compliance with Federal law, the Superintendent shall also refer any student expelled for possession of a firearm to the criminal justice or juvenile delinquency system serving the District.

PERMANENT EXCLUSION

In accordance with the law the Board of Education may seek to permanently exclude a student, sixteen (16) years of age or older, who has been convicted of or adjudicated delinquent for the reason of the following offenses:

- A. Carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordinance on property owned or controlled by a board of education or at an activity held under the auspices of this Board.

- B. Offering to sell, give as a gift, selling or possessing controlled substances on property owned or controlled by a board of education or at an activity under the auspices of this Board
- C. Complicity to commit any of the above offenses, regardless of where the complicity occurred.

In accordance with law, any student, sixteen (16) years of age or older, who has been convicted or adjudicated delinquent for committing the following offenses may be subject to permanent exclusion:

- A. Rape, gross sexual imposition or felonious sexual penetration
- B. Murder, manslaughter, felonious or aggravated assault
- C. Complicity to commit offenses described in paragraphs A and B, regardless of where the complicity occurs.

IN SCHOOL RESTRICTION

The in-school restriction program (**ISR**) **Room 106** is designed to meet the needs of the students with intermediate disciplinary violations. It will help students focus on the necessity of education by keeping them in school and receiving class credit, yet holding them responsible for their inappropriate decisions and behavior.

Students are required to bring lunch to school **or** purchase a sack lunch to eat in the ISR room

Students will receive credit for attendance and completion of assigned work

Bring all textbooks, paper, pencils and any other materials needed to complete class assignments

Early dismissal students **must** stay the entire school day

Students must remain in ISR the entire school day. Students are discouraged from going to appointments. Students will be required to return to ISR to serve an additional day for the required assignment for this level of intervention

No student in ISR will be able to attend or participate in extra-curricular or school sponsored activities from the beginning of the date of the ISR to midnight of the ending date of the ISR

Students are limited to three separate ISR placements during the school year

If absent on assigned ISR date(s) students must report to ISR on day of return to school. Failure to report to ISR may result in OSS

In-School Restriction (ISR) **cannot** be appealed. Questions can be directed to Dr. Prince 478-5515

**GAHANNA-JEFFERSON SCHOOL BOARD
APPROVED DRUG AND ALCOHOL POLICY**

INTRODUCTION

The primary concern of the Board is that educational and co-curricular programs for all students proceed in an orderly manner. The sale, use, or possession of intoxicants, illegal drugs, counterfeit drugs, or other controlled substances by students is an obstacle to this objective. School officials reserve the right to search students and students' possessions to locate or disclaim sale, use or possession.

The Board recognizes that individuals who have problems with alcohol and other drugs need assistance.

The District is committed to work cooperatively with students and family or help provide alternatives from which these individuals can benefit. Such District resources as student groups, parent groups, school counselors, school psychologists, and special transitional programs are recommended. Students and parents will also be given information about outside agencies and encouraged to use their services and programs.

Alcohol and other drug education and referral to counseling resources shall be viewed as instructional and rehabilitative, not as an alternative to the disciplinary measures specified in this policy.

STATEMENT OF POLICY

Students shall not possess, conceal, use, purchase, offer to purchase, sell, give, distribute, supply, or otherwise transmit, offer to sell, give, distribute, supply or otherwise transmit, or be under the influence of any drug, prescription drug, or counterfeit drug, the use or possession of which is prohibited by law or school policy. Nor shall students possess, conceal, use, purchase, offer to purchase, sell, give, distribute, supply, or otherwise transmit, any drug paraphernalia or instruments such as pipes, roach clips, syringes, hypodermic needles, cocaine spoons, or kits or any other items normally or actually used for packaging, conveyance, dispensation or use of alcoholic or other drugs:

- A. At school bus stops or on any property owned, leased by, or under the control of the Gahanna-Jefferson Board of Education, including vehicles used for the transportation of students.
- B. On/off school grounds during school hours, including the time immediately preceding and after school.
- C. On/off school grounds while at a school sponsored activity, event or function or on school grounds while the school or grounds are being used for school activities.
- D. Off school premises at any time where the violation poses a danger to the security and well-being of other students.

This policy will be subject to enforcement and/or disciplinary action by the administration during the course of the school year, including classes and other school sponsored or sanctioned activities during the summer or other school breaks.

Additionally, offenses in violation of this policy are accumulative:

- A. During a student's elementary school years.
- B. During a student's middle school years beginning with a first offense level of discipline at middle school.

C. During a student's high school years beginning with a clean record upon enrollment in the high school.

OFFENSES AND DISCIPLINARY ACTION

Students who voluntarily request assistance or counseling in situations where no offense, as specified below, has been detected will not be deemed in violation of this policy based on information divulged. Where an offense, as specified below, has been detected, violations of this policy will not necessarily be excused because the student requests assistance or counseling.

1. Selling/Distribution

No student shall sell, transmit, distribute, supply, or offer to sell, transmit, distribute, or supply any quantity of alcohol, illegal drugs, counterfeit drugs, controlled substances, drug paraphernalia or instruments, or prescription drugs, as specified in the preceding statement of policy.

A. First Offense:

- (1) Parents will be notified immediately and the student will be removed from school for the remainder of the day.
- (2) The police shall be notified.
- (3) Consultation with parent(s) and student emphasizing available education and counseling services for alcohol and other drug evaluation procedures will be conducted.
- (4) The student shall be suspended for ten (10) days and **may** be recommended for expulsion.
- (5) The student shall lose parking privileges for the remainder of the year.
- (6) **The Registrar of Motor Vehicles and the Juvenile Court will be notified for the purpose of suspending the temporary instruction permit or operator's license or denying the opportunity to obtain such a permit or license until the student becomes age 18, earns a high school diploma or GED.**

B. Second or subsequent offenses:

- (1) All of the above except the student **shall** be recommended for expulsion.

2. Use/Possession/Purchase

No student shall possess, conceal, use, purchase, offer to purchase drug paraphernalia or instruments such as, pipes, roach clips, syringes, hypodermic needles, cocaine spoons or kits or any other item normally or actually used for the packaging, conveyance, dispensation or use of alcohol or other drugs. Nor shall any student use, be under the influence of, possess, conceal, have control of, purchase or attempt to purchase intoxicants, illegal drugs, and counterfeit drugs, controlled substances, or prescription drugs when such use, possession or control is prohibited by law, school policies or regulations of the Board of Education. Students may possess or used prescription and non-prescription medications consistent with **School District**

Medication Policy (see Health Clinic)

A. First offense:

- (1) Parent(s) will be notified and the student may be removed from school for the remainder of the day.
- (2) Police shall be notified.
- (3) The student shall lose school parking privileges for the remainder of the year.
- (4) Consultation with parent(s) and student emphasizing available education and counseling services will be conducted.
- (5) The student will be suspended for ten (10) days. OR The student will be suspended for seven (7) days with the agreement to complete a minimum of twelve (12) hours of student-family education pertaining to alcohol and other drugs and/or an evaluation by counselor certified to evaluate abuse of alcohol or other drugs (CAC, CCDC, OR CDC) as agreed to by school officials, student and parent(s). A written evaluation must be sent to school officials including findings and recommendations for the student.
- (6) **The Registrar of Motor Vehicles and the Juvenile Court may be notified for the purpose of suspending the temporary instruction permit or operator's license or denying the opportunity to obtain such a permit or license until the student becomes age 18, earns a high school diploma or GED.**

B. Second offense:

- (1) All of the above **except item 5** shall be modified only in the following respects: The student will be suspended for ten (10) days and a recommendation for expulsion with no alternative option for a lesser penalty.
- (2) **The Registrar of Motor Vehicles and the Juvenile Court will be Notified for the purpose of suspending the temporary instruction permit or operator's license or denying the opportunity to obtain such a permit or license until the student becomes age 18, earns a high school diploma or GED.**

GAHANNA JEFFERSON BOARD RESOLUTION

PARTICIPATION IN INTERSCHOLASTIC EXTRACURRICULAR ACTIVITIES

WHEREAS, the Ohio General Assembly passed, in 1997, Ohio Revised Code 3313.535 which, among other things, requires Boards of Education of Ohio's public schools to adopt policies establishing a minimum grade point average which students must attain and a pass/fail policy as a prerequisite to participating in interscholastic extracurricular activities sponsored by the school district; and WHEREAS, this Board of Education recognizes the values associated with and gained as a result of participation in those interscholastic extracurricular activities; and WHEREAS, the board of Education further recognizes the incentives which participation in interscholastic extracurricular activities provide to students to achieve success in the classroom; NOW, THEREFORE, BE IT RESOLVED, that in order to be eligible to participate in any interscholastic extracurricular activities, students must meet the following requirements:

STUDENTS ENROLLED IN GRADES 9-12

1. In the immediately preceding grading period, a student must receive a passing grade in a minimum of 5 one-credit courses. Physical education class is $\frac{1}{4}$ credit, and **not** equivalent to a one-credit course.
2. In the immediately preceding grading period, a student must receive a 1.5 grade point average in courses, which count toward graduation.
3. Grade point averages shall be calculated using a weighted four-point scale.
4. A student who has achieved a 1.5 to a 2.0 grade point average, in the immediately preceding grading period will be required to participate in provided intervention programs in order to remain eligible.
5. Summer School grades may **not** be used to fulfill the Ohio High School Athletic Association eligibility requirements.
6. Incoming Freshmen must have a 75% passage of courses in the last grading period of the 8th grade year to be eligible for the Fall quarter.

STUDENT SERVICES

GUIDANCE

Guidance services include individual counseling, planning high school schedules, education beyond high school, and career goals. Counselors are available in the Guidance Office throughout the school day. Do not use class time to go to the Guidance Office!

Guidance Office procedure is as follows:

1. Sign in for appointment before/after school or at lunch
2. Return to class. Do not wait in Guidance
3. Students will be called to Guidance Office
4. Students must sign in and out of the Guidance Office

HEALTH CLINIC

The clinic is a place provided for the student who becomes ill or injured at school. If a student becomes ill during the school day, s/he should acquire permission from the classroom or study hall teacher to go to the clinic. **STUDENTS MUST HAVE A PASS TO COME TO THE CLINIC** unless it is an emergency.

PLEASE REFER TO THE NME POLICY.

If a student needs to take any medication (prescription or non-prescription) s/he must have a medication form completed, store the medication in the clinic, and take the medication under the supervision of the nurse or her designated substitute. **In accordance with state law, over-the-counter medications such as aspirin, saline solution, calamine lotion, etc. will not be dispensed. Students are not permitted to carry or store in locker any medication (prescription or non-prescription) except emergency medication with completion of the school district medication form.**

****Parents are required to bring in prescription or non-prescription medications to the school nurse**

THE IMPORTANCE OF A WORKING PHONE NUMBER IN CASE OF AN EMERGENCY IS CRITICAL TO THE HEALTH AND SAFETY OF YOUR STUDENT. IN CASE OF A CHANGE OF TELEPHONE NUMBER (S) AND/OR ADDRESS, PLEASE NOTIFY THE ATTENDANCE OFFICE AT 478-5515 OR E-MAIL cartera@gjps.org

Students in leadership positions who are suspended from school are subject to review by their advisors and/or the administration and may be relieved of their positions. Students involved in athletic activities are subject to the Athletic Council's Code of Conduct. Athletic eligibility will be stated in the Athletic Code of Conduct.

SPORTS - MALES

Baseball
Volleyball
Wrestling
Cross Country
Bowling

Tennis
Swimming
Golf
Basketball
Lacrosse

Football
Soccer
Track
Ice Hockey

SPORTS - FEMALES

Basketball
Volleyball
Soccer
Swimming

Track
Softball
Golf
Bowling

Tennis
Cross Country
Cheerleading

CLUBS AND ACTIVITIES

Amnesty International
Link Crew
Book Club
Drill Team
Environmental Club
Family Career & Community-
-Leaders of America (F.C.C.L.A.)
Fellowship of Christian Athletes
Focus
Gamers
Geode-Literary Magazine
In The Know
Interact
Japanese Anime
Jewish Culture
Key Club

Art Club

Lion's Sheep
Model UN
National Honor Society
Photography Club
S.E.E. (Students Enriching Education)
"S" Club
Ski Club
Sports Statisticians
Stomp Team
Student Renaissance
Student Senate
Thespians- Drama
Varsity "L"
Youth to Youth

ACTIVITIES WITH CREDIT

Band
Chorale-Choir.
Distributive Education Club of America D.E.C.A.
Flag Corp
Jazz Band
Newspaper Staff "THE LION'S ROAR"

Jeremy Lahman
Kit Lynch
Bernadette Adams
Kelly Shellhammer
Deb Jados

Orchestra
Speech and Debate
Student Council
Television
Yearbook Staff "THE PRIDE

Kevin Dengel
Lyle Linerode
Melanie Kopp
Tom Gregory
Sherry Owens

PARENTAL INVOLVEMENT

Instrumental Boosters (Band/Vocal)
District Black Parent Association

Athletic Boosters
P.T.O.

Volunteers - Parents who would like to become involved in any of these groups should call the main office at 478-5500.
We welcome parent volunteers!!

VISITORS

All visitors to the school must register at the front desk or the Principal's Office when here on academic business. Visitors are limited in the building during the school day. They can be an unacceptable distraction to the educational process and unauthorized visitors may be subject to All visitors to the school must register at the front desk or the Principal's trespassing charges.