

GAHANNA LINCOLN HIGH SCHOOL
STUDENT HANDBOOK 2018-2019



HOME OF THE LIONS

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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

Ms. Jessica Slocum

ASSISTANT PRINCIPALS

Mr. Chuck Banks

Mr. Ron Foltz

Mr. Tim Gagliardo

Mr. Matt McGregor

Mrs. Sheree Wright

COUNSELORS

Mr. Chris Stiel (A-Co & Career Center Jrs)

Dr. Julie Nelson Slagle (Cp-Hi & Career Center Srs)

Mrs. Melissa Monnig (Hj-Mi)

Mrs. Jenny Savakinas (Mj-Sc)

Ms. Lauren Himmel (Sd-Z)

Mrs. Kalena Falk (Freshman)

Academic Officer

Mr. Jason Bates

ATHLETIC DIRECTOR

Mr. Dustin Cullen

SCHOOL RESOURCE OFFICERS

Officer Ben Corbin

Officer Marvin Hixon

Officer Todd Huffman

Access to all events scheduling online

www.schedulenet.com

FREQUENTLY USED PHONE NUMBERS:

Receptionist 478-5500

Athletic Office 478-5518

Attendance Office 478-5515

Freshman Experience Center 479-1562

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 well over 2,000 students into our building for the new school year. We offer a variety of opportunities for our students to excel in the classroom, in the community, and on the athletic field. We offer over 40 extra-curricular activities, over 250 courses and numerous varsity sports. GLHS has students who annually score above the State and National average on State and National standardized assessments.

In our school setting at GLHS, we have procedures and policies set forth in our handbook to guide our staff, students and parents. Please find in our handbook our policies and procedures for the 2018-19 school year. If you have questions or concerns, please feel free to call the school administration at (614) 478-5500.

I look forward to working with you to make GLHS an exciting and great place to learn.

Thank you,

Jessica Slocum

Jessica Slocum, 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 meet student and community needs.

LINCOLN HIGH SCHOOL MISSION STATEMENT

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

Gahanna-Jefferson Graduate Profile

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.



**GAHANNA-JEFFERSON
PUBLIC SCHOOLS**

Student Technology Acceptable Use Policy

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 are 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 the website 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:

- Appropriate collaboration and exchange of information for research and other project purposes;
- Developing a familiarity with the technology for educational and employment purposes;
- Expanding the opportunities for relevant technology use to produce reports, multimedia, and other assigned projects;
- 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:

- Improper use of the technology,
- Failure to properly protect and secure the technology,
- Altering or modifying system software and/or hardware,
- Intentionally or unintentionally adding viruses, spyware, and other harmful programs to District systems,
- Placing unauthorized information or comments on District-owned or publicly accessible servers,
- 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**:
- Be polite, courteous, and respectful in messages to others.
 - Use of language appropriate to school situations in all communications made through the Board's computers, networks, and other technologies.
 - Diligently delete their unneeded files regularly to minimize District storage needs.
 - Protect their critical files by making regular backups of their important work.
 - Comply with the policies in the Student Handbook.

Students **shall not**:

- Use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
 - 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.
 - Transmit pictures or other information that could be used to establish your identity or the identity of others without prior approval of a teacher.
 - Transmit pictures or other information about fellow students, teachers, or groups.
 - 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:
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
 - Misrepresenting other users on the Network or through other technology-based tools;
 - Using any technology in any way that causes concern, worry, or embarrassment to any student, District staff member, or other;
 - Disrupting the operation of the Network or other technology-based tools through abuse;
 - Malicious use of District-provided or student-owned devices through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks;
 - Interfering with others' use of District technologies;
 - Extensive use for non curriculum-related communication
 - 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 Loan Agreement*

Gahanna-Lincoln High School Information

ACADEMICS

Minimum Graduation Credit Requirements

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)
- 4 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 Speech
- 3.5 credits of Student Choice

Additional credit electives (one full credit or 2 half credits of elective coursework must include Business Technology, Fine Arts or International Language) Students must take 7 End-of-Course exams (Algebra 1, Geometry, English 9, English 10, US History, American Government and Biology) and choose one pathway to earn their high school diploma:

1. Earn 18 cumulative points on the End-of-Course exams
2. Earn a remediation-free score on the ACT or SAT.
3. Earn an industry-recognized credential and a passing score on the Workkeys career-readiness assessment

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

DIPLOMA WITH HONORS REQUIREMENTS

- 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 two units of advanced science)
- 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 1280 SAT for the critical reading and math

STEM Honors Diploma

- 4 credits of English
- 5 credits of Math (at least Algebra I, II, Geometry and another higher level course or sequence of courses)
- 5 credits of Science (including two credits of advanced sciences)
- 3 credits of Social Studies
- 3 credits of 1 Foreign Language or 2 units of 2 Foreign Languages
- 1 credit of Fine Arts
- 2 credits of electives with a focus in STEM
- Overall GPA of 3.5 up to last grading period
- Obtain a composite score of 27 on the ACT or combined score of 1280 on SAT verbal and mathematics
- Complete a field experience and document in a portfolio specific to the area of focus
- Develop a comprehensive portfolio of work based on field experience or topic related to area of focus

Arts Honors Diploma

- 4 credits of English
- 4 credits of Math (at least Algebra I, II, Geometry and another higher level course or sequence of courses)
- 3 credits of Science (including two credits of advanced sciences)
- 3 credits of Social Studies
- 3 credits of 1 Foreign Language or 2 units of 2 Foreign Languages
- 4 credit of Fine Arts
- 2 credits of electives with a focus in fine arts
- Overall GPA of 3.5 up to last grading period
- Obtain a composite score of 27 on the ACT or combined score of 1280 on SAT verbal and mathematics
- Complete a field experience and document in a portfolio specific to the area of focus
- Develop a comprehensive portfolio of work based on field experience or topic related to area of focus

Social Science and Civic Engagement Honors Diploma

- 4 credits of English
- 4 credits of Math (at least Algebra I, II, Geometry and another higher level course or sequence of courses)
- 3 credits of Science (including two credits of advanced sciences)
- 5 credits of Social Studies
- 3 credits of 1 Foreign Language or 2 units of 2 Foreign Languages
- 1 credit of Fine Arts
- 3 credits of electives with a focus in social science and/or civics
- Overall GPA of 3.5 up to last grading period
- Obtain a composite score of 27 on the ACT or combined score of 1280 on SAT verbal and mathematics
- Complete a field experience and document in a portfolio specific to the area of focus
- Develop a comprehensive portfolio of work based on field experience or topic related to area of focus

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 unexcused absences.
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 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.

COLLEGE CREDIT PLUS PROGRAM

College Credit Plus replaces Ohio's Post-Secondary Enrollment Options (PSEO) program and all alternative dual enrollment programs previously governed by Ohio Revised Code Chapter 3365. This program is designed for students, grades 7-12, that have demonstrated college readiness and are looking to jumpstart their college experience. Upon successful completion, students will earn transcribed college credit as well as high school credit for the courses taken. Students admitted to the program will be required to perform at the same level as the college's regular students. Grades will be reflected in the high school GPA as well as the college transcript.

1. Students must notify their counselor in writing of their intent to participate by April 1 before the year of participation. A meeting with counselor/Dean of Curriculum, parents and student is required to clarify all College Credit Plus guidelines. Failure to do so will make them ineligible to participate without the permission of the superintendent.
2. Students may enroll in college courses that they are eligible for upon acceptance by the college/university of choice.
3. If the student fails to complete the course(s), the parent or student will be liable for any and all financial obligations.
4. Students must meet all the application and enrollment deadlines set by the college/university.
5. Texts and related supplemental materials purchased for the student 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.
6. Transportation will be the responsibility of the student/parents.

ACADEMIC AWARD & HONORS

Presidential Award for Educational Excellence.

GPA - 3.5 and a 27 Composite ACT score, or 27 on Math or Reading ACT OR equivalent SAT score

Academic Recognition Day. 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

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 recommendation

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.

GRADE CARDS

Grade cards are made available every 9 weeks. Grade cards for the end of the year are available on Home Access Center.. Dates when issued:

First 9 weeks.....	10/18/18	Second 9 weeks.....	1/10/19
Third 9 weeks.....	3/21/19	Fourth 9 weeks.....	6/5/19

Grade cards may be withheld, but not limited to, the following reasons:

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

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.
- In some specific courses, projects may be substituted for a written examination.
- Requests by students to take semester or final examinations on a date other than on the scheduled days must be presented to the principal. In most cases, exams will not be approved for dates prior to the released exam schedule. Most make-up exams will be scheduled for a time and date after the regular exam period.
- Exams missed due to excused absences are to be made up within one week of the final day of the school year (unless the student has received prior principal approval). Students are to contact the guidance office to schedule a date and time to make up any missed exams.

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

WITHDRAWAL PROCEDURES

In order to withdraw a student the parent/guardian must come to the guidance office to fill out necessary paperwork and speak with the school counselor, without consent from guidance withdraw will not be official.

COLLEGE ENTRANCE AND CAREER EXAMINATION SCHEDULE

Information regarding dates and registration deadlines for the PSAT, ACT & SAT, ASVAB and other tests can be found on the Lincoln High School website (www.gahannaschools.org) under the "Guidance Department" heading.

Registration materials are available in the Guidance Office. Students may take the ACT or SAT college entrance tests as often as desired. Students may register online at www.actstudent.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.

*** 2018-2019 AP Exam Schedule is May 6th – May 17th, 2018

SAFETY AND SECURITY

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 the library, school activities and at the request of any school employee. A replacement fee of \$5.00 may be charged to replace the original ID.

TIMES FOR STUDENTS TO BE ON PREMISES

Students are permitted in the high school **from 6:50 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 the High School 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 Hamilton Hall.

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.

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 administrator 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.

ANTI-HARASSMENT COMPLIANCE OFFICERS

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District.

Sue Wieging
 Special Ed Director
 614-471-7065
 160 S. Hamilton Road
 Gahanna, OH 43230

The Compliance Officers are available during regular school/work hours to discuss Title IX questions, sexual violence concerns, and to assist students, other members of the School District community, and third parties. Compliance Officers shall accept sexual violence complaints directly from any members of the School District community or a visitor to the District, as well as those initially filed with a school building administrator. Upon receiving a complaint, the Compliance Officer or designee will discuss confidentiality issues with the complainant (and his/her parent, if the complainant is a minor), and open an investigation as described in the policy in Gahanna Jefferson Schools Bylaws & Policies

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.

STUDENT SERVICES

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 dismissed from the cafeteria.
- 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 may result in Disciplinary consequences for freshmen and sophomores**

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 to and from establishments 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.
 1. School policy is in effect during lunch periods and students must conduct themselves in an appropriate manner.
 2. 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 Hamilton Hall or Lincoln Hall.
 3. Parents may contact an administrator to request closed lunch.
 4. Disciplinary consequences for 11th and 12th grade students may include:

- Loss of open lunch privilege for the entire year.
- Other form of discipline determined by school administrators..
- 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

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, including collaboration areas in Clark Hall. 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 School Messenger absence line can be accessed 24 hours and is checked daily.

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.
- The school administration does not recommend students bring valuables or money to school.

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.

PASS Room

Students may use the PASS Room in room H108 for tutoring during a Study Hall or Lunch period. Teachers 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 the PASS Room.

PASS room is available both before & after school Monday through Thursday in room H108

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 may be held until payment is made.

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. Guidance Office procedure is as follows:

1. Sign in for appointment before/after school or at lunch.
2. Return to class.
3. Students will be called to Guidance Office within 24-48 hours of signing up to see their counselor.
4. Students must sign in and out of the Guidance Office.

HEALTH CLINIC

The health 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.

Student Medication:PLEASE REFER TO THE NME POLICY.

If a student needs to take any medication (prescription or nonprescription) 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 nonprescription)except emergency medication with completion of the school district medication form.**Parents are required to bring in prescription or nonprescription 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

Attendance

SCHOOL ATTENDANCE POLICY GUIDELINES

Regular attendance is an important factor in the establishment of a good scholastic record. Work missed because of an absence from school is very difficult to make up. There is NO SUBSTITUTE for actual participation in the daily classroom discussion and work.

Classes are in session from 7:35 AM to 2:50 PM. Students are not permitted in the building after 3:05 PM unless supervised by a member of the faculty. The building office hours are from 7:00 AM to 4:00 PM. Students are NOT permitted to enter the building until 7:00 AM, unless they are involved in an approved activity. Students are required to be in school on time for their first class. Students may not leave school between classes or before their last class without the permission of the office.

1. Call-Ins/Notification of Absences

Knowing where your sons and daughters are during the school day is very important to the school as well as you. The school and the parent/guardian need to work together to assure that we keep each other informed when students are not in school.

- A. The school is requesting that the parent/guardian make every effort to notify the school in ALL cases of student absence. Calls should be made to the school between the hours of 7:15 AM and 3:15PM. The numbers to call are 614- 478-5515 (10th -12th grade students) & 614-479-1562 (9th grade students).
- B. It is desired that the parent/guardian notify the school in advance of an absence when possible. For example, a phone call or a note from a parent/guardian on Wednesday to notify the school of an absence on Friday would be greatly appreciated.
- C. If a student is absent, the school will attempt to contact the parent/guardian who has NOT notified the school. If no contact is made, an explanation from the parent/guardian will be necessary. If the school does not receive an explanation of the absence within three (3) school days, the absence will automatically be considered unexcused.
- D. Absences, late arrivals, and early dismissals will be calculated by minutes. Whether the absence from the time missed at school is considered excused or unexcused is dependent upon the reason given and to the discretion of the principal or his/her designee.

2. Excusable Reasons for Absence

An excused absence may be granted at the discretion of the principal or his/her designee. A student will have a minimum of one school day for each day of excused absence to make up assignments. An excused absence will only be granted for the time missed at school for the following reasons:

- A. personal illness, other health-related appointments, or professional appointments (a written physician's statement verifying the illness may be required and will be required when a student is considered to be Excessively Absent or Habitually Truant)
- B. illness in the family necessitating the presence of the child (a written physician's statement and an explanation as to why the child's absence was necessary may be required)
- C. quarantine of the home (as determined by the proper health officials)
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s) (applicable only to a

- child over fourteen (14) years of age)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel to participate in a District-approved enrichment or extracurricular activity (up to a maximum of twenty-four (24) hours per school year)
- H. such good cause as may be acceptable to the Superintendent
- I. medically necessary leave for a pregnant student in accordance with Policy 5751
- J. service as a precinct officer at a primary, special, or general election in accordance with the program set forth in Policy 5725

3. Needs Medical/Court Excuse (NMCE)

When a student of compulsory school age is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one month, or sixty-five (65) or more hours in a school year the attendance officer shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. This will require that the student have a doctor/dentist/court excuse for every absence in order for it to be excused. A student has three (3) days to provide a doctor, dentist, or court excuse. If the student does not have a doctor/dentist/court excuse, the absence will be unexcused. Students with a temperature of 100 degrees or higher or a communicable illness and have been sent home by the nurse will be excused by the school. An NMCE student who gets permission from his/her parent/guardian to go home from the clinic is unexcused.

4. Tardiness

Students late to school must report to the office to sign in before reporting to class. Parents/Guardians must provide an explanation for the tardiness. Excessive tardies that are unexcused will result in a disciplinary action by the office. If the school does not receive an explanation of the tardiness within three (3) school days, the tardiness will automatically be considered unexcused.

5. Unexcused Absences, Tardies, Early Dismissal

The determination of whether or not the time missed from school is excused or unexcused will be at the discretion of the principal or his/her designee. Excessive absences, tardies, and early dismissals that are unexcused will result in a disciplinary action by the office. Examples of unexcused absences, tardies, and early dismissals include, but are not limited to:

- A. Cutting classes or study halls
- B. Missing the bus or a ride
- C. Oversleeping
- D. Shopping
- E. Suspension
- F. Truancy
- G. Lice (It may be unexcused if the absence related to lice is excessive.)
- H. No parent contact with Attendance Office
- I. Tanning, portrait sitting, cosmetic appointments, baby-sitting, not returning from lunch, driving classes etc.
- J. Car trouble

No student shall leave school grounds without permission of the principal or an assistant principal.

6. Habitually Truant

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C. 3321.04; or
- C. the student has received an age and schooling certificate.

Absence Intervention Team

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian, with written notice of the plan.

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the Principal shall make at least three meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts, but is unable to participate for any reason, the Principal shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse and the student's parent/guardian/custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the attendance officer shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency; At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

Intervention Strategies

In order to address the attendance practices of a student who is habitually truant, the intervention team may, as part of an intervention plan, take any of the following intervention actions:

- A. provide counseling to the student
- B. request or require the student's parent to attend a parental involvement program
- C. request or require a parent to attend a truancy prevention mediation program
- D. notify the Registrar of Motor Vehicles of the student's absences
- E. take appropriate legal action
- F. assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the Principal may, in his/her discretion, assign a school official to work

with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer.

The absence intervention process shall commence upon the first day of instruction of the next school year.

7. **Returning to School after an Absence**

All students should make arrangements to complete missed work. A student will have a minimum of one school day for each day of absence to make up assignments. If a student misses more than one (1) day of school, homework may be requested by calling the office (478-5500) before 11:00 AM. Work will be sent to the office by 3:30 PM. If the parent/guardian cannot arrive at school prior to 3:30 pm to pick up the assignments, it is the parent's/guardian's responsibility to make arrangements with school personnel to retrieve the work

8. **Steps for Absence by Permission**

Appointments with a doctor, dentist, court etc., should not be made during school time. In case this should be necessary, however, the parent/guardian of the student must contact the school prior to the student's first scheduled period. If the student is released, and it is learned that the excuse was NOT valid, the absence will be unexcused. Students leaving or returning to the school grounds during the school day MUST first report to the office. Failure to sign out may result in an unexcused absence.

9. **Family Travel**

Ohio has specific compulsory attendance regulations, and Gahanna-Jefferson Public Schools must comply with those statutes. Ohio Revised Code Section 3321.02 states, "every child actually resident in the state shall be amenable to the laws relating to compulsory education, and neither he nor the person in charge of him shall be excused from the operations of said sections or the penalties under them on the ground that the child's residency is seasonal, that the parent of the child is a resident of another state, or that the child has attended school for the legal period in another state."

Whenever a pre-planned absence for family travel is requested, the parent/guardian must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

The District will only approve a student's absence for family travel when he/she will be in the company of his/her own parent/guardian or other family members but no other student's parent(s)/guardian(s), unless there are extenuating circumstances deemed appropriate by the principal. In order for the family travel to be an excused absence, it must not exceed six and a half (6.5) days in a month or eleven (11) days in a year.

If a student is absent for family travel outside of excused absences allowed by the District, he/she will be considered unexcused from school and subject to the laws regarding habitual truancy. The school district may be obligated to report the parent/guardian to the Franklin County Juvenile Court System and file charges of lack of compliance with the compulsory education rules. During this time period, the student may be given approximate assignments to be completed. The time missed will be counted as an authorized, unexcused absence but shall not be a factor in determining grades unless the make-up work is not completed.

In the event that the student knows in advance that he/she will be absent (e.g. family travel) for several days, the parent/guardian should send a note to the office a week in advance. The student will be given a "**Planned Absence Form.**" This form must be returned to the office before the planned absence begins. All make-up work is due on the first day the student returns from the planned absence. This work includes

any tests that the student may have missed during his/her planned absence. **We strongly discourage any planned absences during the last week of any grading period or during statewide testing.**

10. **Planned Absence (e.g. family travel, college visit, etc)**

In the event that the student knows in advance that he/she will be absent (e.g. family travel, college visit, etc.) for several days, the parent/guardian should send a note to the office a week in advance. The student will be given a “**Planned Absence Form.**” This form must be returned to the office before the planned absence begins. All make-up work is due on the first day the student returns from the planned absence. This work includes any tests that the student may have missed during his/her planned absence. **We strongly discourage any planned absences during the last week of any grading period or during statewide testing.**

11. **Absence on Extra-Curricular Days :** Students who are absent from school a half day or longer may not be permitted to participate in any extracurricular activity on that day.

Student Conduct

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 school administration will use student conferences, parent conferences, detention, in school restriction, or out of school suspension 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:

- Tank tops
- String Tops or dresses
- Halter Tops or dresses
- Tube tops or dresses
- Shirts worn as dresses
- Pants inappropriate size and not secured at waist-No boxers or shorts above pant waistline
- Clothing with rips & holes in areas disruptive to the educational process; holes inappropriately sized and placed
- Hats, baseball caps, hoods or anything creating an obstruction of identity
- Clothing disruptive to the educational process:
- Revealing clothing, too short, biking or boxer shorts
- Underwear should not be visible
- Exposure of bare areas in torso – upper and lower
- Sunglasses/Face Paints or Masks
- 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
- Chains and spiked accessories

No hats, bandanas or sunglasses may be worn upon entering the building and during the regular school day. These items will be impounded and returned at the end of the day. While we will make every effort to secure items we cannot guarantee the security of impounded items. **Secured items will be kept until the end of the school year.**

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

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, fines and towing. **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, towing 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 to student of Junior or Senior status only. 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 disciplinary 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. School disciplinary action and/or multiple parking violations may result in the denial of a parking application or may impact placement on the waitlist. 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 may be patrolled at any time during any school day.

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 impounded 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 class period changes 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 **PDA (public display of affection)** while on the school campus and during the school day or during school activities.

PROHIBITED ITEMS

The following Items are inappropriate and strongly discouraged for students to bring to school:

Balloons	*Noxious/toxic items	Flowers
*Squirt guns	*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.

PROBLEM SOLVER LOCATOR

Accident Report	Nurse Edna. Wright	478-5579
Activities	Administrator/Attendance Office	478-5515
Athletic Boosters	Dustin Cullen	478-5518
Athletic Eligibility	Dustin Cullen	478-5518
Attendance	Attendance Office	478-5515
Calendar	Dustin Cullen	478-5518
Change of Address	Attendance/Guidance Office	478-5508
Clinic & Medication	Nurse Edna. Wright	478-5579
Club Information	Ron Foltz/Attendance Office	479-1411
Freshman Experience Center	Freshman Experience Center	479-1562
Grade Questions	Counselor, Guidance Office	478-5508
Graduation	Tim Gagliardo, Attendance Office	479-1417
Intervention Assistance	Chandra Earp	479-1571
Job Opportunities	Kit 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
State Testing	Guidance Office	478-5508
Parking	Attendance Office	
Renaissance Program	Danielle Morrison	479-1598
Scheduling Questions	Guidance Office	478-5508
Special Needs Students	Sue Wieging, Central Office	416-6501
Student Government	Administrator/Attendance Office	478-5515
Transportation (Bus)	Transportation Office	751-7581
Tickets: Sports	Dustin Cullen	478-5518
Tickets: Musicals	Principal's Office	478-5500
Transcripts	Guidance Office	478-5508
Work Permits	Guidance Office	478-5508

BOARD OF EDUCATION

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**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, may have severe consequences to the full extent of the Gahanna –Jefferson School Board Approved Code of Student Conduct. Any suspected alcohol or other drugs offenses, including the smell on hands, clothing, and/or breath verified by administration may warrant discipline.**

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 or athletic fields during the school day, without a pass or without permission of 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 disciplinary consequences. (**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.
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/Unauthorized Touching** - 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.
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 or 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 or matches.
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.
33. **Alternative Nicotine delivery devices**, No student shall use or have in their possession any variety of alternative nicotine delivery device on school grounds or during the school day. (e.g. vaporizer instruments, electronic cigarettes or cartridges for either)
34. **Inappropriate use of camera phones or other recording devices** is prohibited in the school zone. The use of any technology to video or photograph persons or school property without the prior expressed consent of a school official is strictly prohibited.

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 school 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. Appeal Process: Suspensions may be appealed to the principal within five (5) days of the parent's receipt of the written suspension letter. If the parent or guardian chooses, he or she may appeal the principal's decision to the Superintendent or BOE designee. The principal's decision for suspension may be appealed to the Superintendent within five (5) days of the parent's receipt of the principal's written suspension notice. The written appeal must contain the reason(s) that the suspension is being appealed. Upon review, the Superintendent may affirm the suspension, reverse the suspension in its entirety, or otherwise reverse, vacate or modify the suspension.
- D. Responsibility for School Work: Students are able to receive credit for work missed during a suspension. **All work assigned or due during an Out of School Suspension is due on the date the suspended student returns to school.** Special education students will be afforded all current educational rights under the law. Tests/Quizzes given during the time suspended must be made up as soon as possible, including the first day returning from the suspension. It is important that the student make arrangements to complete assignments that he/she will miss during the suspension. This will allow the student to stay current in his/her academic progress.

"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 days 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. 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 above, regardless of where the complicity occurs.

Extended School Day Detention

ESD may be assigned to students who have not complied with the approved Student Code of Conduct. Students assigned ESD will report to the designated area promptly at 3:15pm with the assigned staff member. ESD activities may include academic support, community service, school clean up activities or any combination of the said activities to be determined by the supervising staff member. In order to receive credit for completing their ESD, students must comply with staff directives while following all school policies and procedures during their time assigned to ESD. ESD will conclude at 5:15pm on each assigned day. Students who are unable to attend their assigned ESD detention due to an excused absence will serve the ESD detention on the next regularly scheduled ESD detention day. Failure to comply with or attend an assigned ESD detention may result in further school discipline.

Saturday School Detention

The Saturday School may be assigned as a disciplinary alternative for out-of-school suspensions and/or in-school restrictions. The assignment of a Saturday School is based on the building Administrator' discretion.

- Saturday School will be held in the PASS Room (J-178) beginning at 8:30am through 11:30am.

- Provide students with extra time to work on school studies.
- Will not be used as an alternative for drug and or alcohol related offenses.

The following guidelines apply to all students assigned to Saturday School

Detention:

1. Report to Lincoln High School from 8:30am-11:30am on the date(s) assigned.
2. Students will not be admitted after 8:40am
3. Bring homework or some other school-related work. This is the student's responsibility. Students who show up without any books or work to do will be sent home. Students may also be given something extra to do by the Saturday School Detention monitors. Students will not be allowed to sleep or talk.
4. I-pods, cards, or other recreational articles are not allowed.
5. Food or beverages are not allowed.
6. There will be a five minute break at 10:00am. All school rules are to be observed during this time.
7. Failure to attend Saturday School Detention, late arrival (after 8:40am), failure to cooperate, or failure to follow the above guidelines may result in further school discipline.
8. Rescheduling Saturday School Detention is at the discretion of the Administrator.
9. No cell phones will be permitted, and if brought, must be turned in to the teacher on duty until the conclusion of Saturday School Detention.

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. **Suspected use verified by adults and administration will warrant discipline.**

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 may be suspended for ten (10) days and may be recommended for expulsion.
- (5) The student may lose parking privileges for the remainder of the year.
- (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 or subsequent offenses:

(1) The student may 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 use 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 may be notified.
- (3) The student may lose school parking privileges for the remainder of the year.
- (4) Consultation with parent(s) and student emphasizing available education and counseling services may be conducted.
- (5) The student may be suspended for ten (10) days or the student may 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 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.

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 ACTIVITIES

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.

GAHANNA LINCOLN HIGH SCHOOL Clubs, Activities and Sports Information for 2017-2018

Offerings, locations and availabilities are subject to change, check the Guidance Office and Freshman Experience Center for updates.

Art Club

Advisors: Rachel Tyran

Dues: \$45

Meets: TBA)

Art Club provides a structured and unique art experience for students outside of the regular art classroom. We will explore alternative art making processes some of which include glass fusing and silk painting. We will also take time to visit local galleries and museums in the Columbus area. Our purpose is to explore the many facets of art making and ways to include it in everyday life.

Band

Advisor: Mr. Cebriak

Dues: \$35.00 uniform fee plus purchase of shoes, spats, gloves

\$25.00 Pay to Participate fee

Band is for the development of instrumental skills, musicianship and citizenship. Placement and audition in October. Band camps required two weeks prior to school starting in August. This is a class-one credit.

Book Club

Advisor: Mrs. Gleek

Meets: 3-3:30 Wednesdays, September-April

Location: Library

The book club reads a collection of 36 books in order to prepare for the Central Ohio Battle of the Books that happens each April. See Mrs. Gleek for this year's list.

Boxing Club

Advisor: Mr. Desiderio-Finley

Meets: Fridays

Location:

The Boxing Club was made to teach boxing and to bring people who enjoy the same sport together in one place. Students that join will learn technique and conditioning. Boxing gives students the skills of discipline and coordination, while also promoting a healthy mind and a confident stature.

Choir

Advisor: Mr. Lahman

Dues: \$25.00 Pay to Participate fee

Meets: Class offered during the school day

Musical learning and expression through the participation in live performance oriented classes. Freshmen choir, Soprano-Alto, Tenor-Bass, Acapella and Chorale. All choirs excluding freshmen year are by audition. One credit.

DECA Distributive education club of America

Advisor: Mr. Lynch

Meets: Class offered during the school day

For SENIORS only. To gain exposure and experience in business and marketing. Students interview for the program in March and are selected and then notified.

Educators Rising

Advisor: Mrs. Hilderbrand

Meets: During Teaching Professions Class

Location: C110

Educators Rising is a career and technical student organization. The organization is a co curricular component of the Eastland Fairfield Teaching Professions Program housed at Clark Hall in Gahanna. The mission of Educator Rising is to foster the recruitment and development of prospective educators worldwide through the dissemination of innovative programming and relevant research. Students will have an opportunity to compete at state and national competitions, as well as participate in a variety of community service activities.

Environmental Club

Advisor: Mr. Hardin

Meets: TBA

Environmental Club will organize and participate in a "wear green" day and create a green school mural. The club will deliver environmental presentations to peers, such as Bee Aware. Create environmental tips and memos for the school website, newsletter, and bulletin boards. We will also promote special occasions like Waste Reduction Week, Environment Week, and Earth Day.

FDOA Future Doctors of America

Advisor: Mrs Boron

Meets: Tuesdays after school

Location: H199

FDOA club is to give students a chance to meet other students who share the same interest and goals as them and plan for the future. They will discuss and learn different types of doctors, different types of medical fields and steps it takes to become a doctor, the importance in excelling in your school work throughout high school and what residency, fellowship and eventual attending means.

Fellowship of Christian Athletes

Advisor: Mr. Marshall

Meets: Mondays 6:45-7:45pm

Location: C212

Opportunity for students to practice in Christian fellowship and come together in prayer.

Gahanna Lincoln Investment Society

Advisor: Mr. Culver

Meets: Thursdays 7am

Location: H108

The Gahanna Lincoln Investment Society exists to advance our knowledge in investing through researching, proposing, and trading stock in a controlled investing through researching, proposing, and trading stock in a controlled environment. By creating structured group and providing students with different leadership opportunities in the investment process, we will promote accountability and collaboration as we learn to be financially responsible investors.

Gamers

Advisor: Mr. Lockwood

Meets: TBA

The Gamers Club play all types of games: Video Games, Board Games and Card Games. No M rated video games are played during our meetings.

Gay-Straight Alliance

Advisor: Mrs. Garling & Mrs. Gordyan

Meets: Thursdays 3-4

Location: H168

Do you support the LGBT community? Are you against bullying? Do you want to make a change within our school? Gay Straight Alliance is a club dedicated to promoting tolerance and acceptance within the community, and giving every student a voice to be heard. Our mission is to promote acceptance, provide a safe place for students of all gender and sexual identities, and broaden the members' views of all backgrounds. Any and all students are invited to attend meetings. Just show up with an open mind and a passion to make a change.

God Talk

Advisors: Mrs. McDougle & Mr. Gagliardo

Meets: Tuesdays after school

Location: TBA

The God Talk meetings allow students to openly speak about religion and ask questions they have never felt comfortable asking. The main focus is to dig into God's Word and be able to talk with other students who have similar interests. Although many students have different beliefs, the meetings will focus upon finding answers within The Bible.

In The Know

Advisor: Mr. Gregory

Dues: \$25 Pay to Participate Fee

Meets: Thursdays 3-4pm

Location: H188

In the Know is the school's academic quiz team. We meet to prepare for WOSU In the Know scholastic competitions. ITK tryouts are the second week of school.

Interact Club

Advisor: Ms. Kimbleton, Ms Knight & Ms. Manley

Meets: 2nd & 4th Wednesdays 3-4

Location: H199

Interact is a Rotary based service-oriented club that promotes fun, friendship and service. Throughout the year we engage in various community service activities that help our school, our community and several international organizations. Anyone is welcome to attend.

International Language Club

Advisors: International language teachers

Meets: TBA

Club meets to expand cultural knowledge and participate in cultural activities, and to get involved in International and Community Service. The Club will be an extension of the IL classroom-French, Spanish, German, and Chinese. Anyone who is in or has been in an IL class is welcome.

International Language Honor Societies

Advisors: Ms. Saunders, Mrs. Swisher, Mrs. Thomas & Ms. Zhang

Dues: \$10

Meets: TBA

The French, German, Spanish, and Chinese Language Societies are nationally recognized organizations founded to promote excellence in language study at the high school level. These societies recognize outstanding students on scholarship, leadership, service and character. Members are selected from Level 3 or higher language studies by a faculty council. Eligibility is based on maintaining at least a 3.6 GPA in International Language studies, and an overall GPA of at least 3.0. Meetings and activities are scheduled throughout the year. Community service is required. We take pride in spreading multicultural awareness throughout GLHS and through volunteering experiences in the community. Our philosophy is that multicultural education helps to lessen cultural ignorance, therefore helping to eliminate cultural stereotypes.

International Thespian Society Troupe #1334

Advisor: Mrs. Macioce

Dues: \$28 Lifetime Membership Dues. Covers subscription to Dramatics Magazine for one year, updated lists for scholarship and paperwork fee for troupe.

Meets: TBA

Location: H167

ITS is an international organization which was founded to promote excellence in theater at the secondary school level. In order to be a member, a student must attain 100 points either working backstage or onstage for a production.. (1 point=10 hours of work). Inductions are done at the end of the year banquet in May. More information may be found at www.schooltheatre.org

Intramural Basketball

Advisor: Mr. Meadows

Dues: TBA

Meets: Sunday afternoons

Basketball-round robin schedule is set up that leads to a tournament. Look for details around February.

KEY Club Kiwanis Educates Youth

Advisor: Mrs. Sweet

Dues: \$20

Meets: Tuesdays 3-3:30pm

Location: Cafe Annex

Key Club is affiliated with the local Kiwanis Club. The primary purpose of Key Club is to provide youth with community outreach opportunities for teenagers.

Link Crew

Advisor: Mrs. Germany & Mrs. Zofcin

Meets: TBA

Upperclassmen assist the incoming freshman class with transitioning into high school. Students work together to create a supportive and positive school climate.

Lionettes

Advisor: Alex LaPorte

Dues: \$25 Pay to Participate Fee

A group of up to 20 dancers (tryout required-tryouts in May) who dance at school functions and compete locally and nationally.

Multicultural Club

Advisor: Mrs. Garling & Mrs. Peppers

Dues: \$5

Meets: TBA

Location: H168

The Multicultural club is open to all students---those from other countries, those whose parents are from different countries, and also those who simply want to expand their multicultural knowledge! In our club alone, we represent the cultures of more than 25 different countries. Not only do we learn about different cultures and holidays, but we also take pride in spreading multicultural awareness throughout GLHS and through volunteering experiences in the community, as well. Our philosophy is that multicultural education helps to lessen cultural ignorance, therefore helping to eliminate cultural stereotypes.

National Honor Society

Advisor:

Dues: \$15

Meets: 1 time per month as needed

Recognizes outstanding students on scholarship, leadership, service and character. Members are selected from the Junior and Senior class by a faculty council and are eligible based on attaining a 3.5 GPA. NHS members participate in community service.

Newspaper Club

Advisor: Mrs. Scheetz

Meets: Wednesdays 3-5 (If you cannot meet during that time, you may still be able to participate as most work will be done online.)

The Newspaper Club is for students interested in writing about our school and our community. The students will work to publish a weekly newspaper online and a print magazine style newspaper monthly.

Orchestra

Advisor: Mr. Dengel

Meets: Class(es) offered during the school day

For students in grades 9-12. Orchestra is for the development of (string-specific) instrumental, solo/ensemble, musicianship and citizenship skills. Placement and auditions in spring.

Photo (B & W Film)

Advisor: Ms. Lawson

Meets: TBA

Location: H185

Photo Club is an opportunity for photography students with darkroom experience to come and work in the darkroom on class

assignments and for their own enjoyment.

Renaissance Action Team

Advisor: Mrs. Morrison

Dues: \$25

Meets: TBA

The Renaissance Action Team promotes a positive attitude, behavior and academics throughout the school. They organize programs and events to encourage our students and staff to make the most of their time at GLHS and recognize those that do.

SADD Students Against Destructive Decisions

Advisor: Mrs. Miller

Meets: Mondays at 3

Our chapter goal is to change the climate and culture at GLHS so that students feel empowered to make safe decisions when it comes to friends, driving, using social media, and more. We tackle tough issues like drug and alcohol abuse, bullying, depression, suicide, distracted driving, dating violence, and more. We plan school-wide events to raise awareness and educate the student body about the dangers of destructive decisions. If you want a safe place to make new friend, or you want to spread the message about these issues, this is the club for YOU!

“S” Club

Advisor: Mrs. Aiello

Dues: \$10 for new members/\$5 for returning members

Meets: Once or twice per month after school, listen to announcements

Location: H111

“S” Club is an all-girls club focusing on service for WOMEN and CHILDREN. Activities include adopt a family for the holidays, charity walks, clothing and food drives for local teen and women’s shelters, leading workshops at the middle schools, and school-wide awareness campaigns (teen dating violence, human trafficking, bullying and more). We always welcome new members! Please contact Mrs. Aiello at aiellom@gjps.org

Ski Club

Advisor: Mrs. Stone

Dues: \$80 for the bus seat

Meets: Thursdays, January and February

Location: Mad River Mountain

The Gahanna Ski Club meets the first six Thursday after the New Year. Right after school we travel by charter bus to Mad River Mountain.

Spanish Language Book Club

Advisor: Mrs. Thomas

Meets: Every other Wednesday

Location: C312

The Spanish Language Book Club is open to all students enrolled in Spanish Language classes, and any other students who are interested in reading and discussing books in Spanish.

Speech & Debate

Advisor: Ms. Muhlbach

Dues: \$25 Pay to Participate fee

Speech and Debate is a co-curricular activity which improves speaking and debating skills through in class and competition events. Areas include domestic and international extemporaneous speaking; original oratory, oratorical, humorous, duo, and dramatic interpretation; prose/poetry reading; impromptu speaking; team debate (Public Forum) and individual debate (Lincoln/Douglas); and student congress debate. Membership in the Ohio High School Speech League and the National Forensic League are part of the activity. Practices are during class periods and weeknights during the season from October through March. Students not enrolled in the competitive speaking class needs to see the advisor as soon as possible to participate on the team.

Student Ambassadors

Advisor: Ms. Prenoveau

Student Ambassadors are student leaders within their high schools who demonstrate strong academics and a commitment to community service. As role models to their peers, Ambassadors are responsible for representing their school and inspiring their peers through mentorship, tutoring, and other leadership duties. Ambassadors are dedicated to representing Gahanna and our mission through interaction with students, teachers, administration, and community leaders. This requires a 3.0 GPA, involvement in extracurricular activities, and will be a period during the school day.

Student Council

Advisor: Mrs. Newman

Dues: \$25 Pay to Participate fee

Student council is a class that works to develop leaders in our school. These students plan and execute various events and activities during the school year, as well as being the voice of the student body. Students apply in the spring to be selected for the council the following year. Applications will be available by April in the offices.

Ultimate Frisbee

Advisor:

The Ultimate Frisbee Club team competes in a league of 15 other teams in Central Ohio. Conditioning and practices will start in

January. The season plays in the spring and follows a tournament schedule issued by the Columbus Ultimate Disc Association

Underwater Robotics Team

Advisor: Mr. Bruns

Dues: \$20

Meets: 3-5 Mondays (and some weekends)

Our underwater robotics team is composed of 10-12 grade students interested in robotics, programming, electronics, and being part of a hard working team. Enrollment in Space Technology, Underwater Robotics, Honors Bionics, and/or Special Aspects is encouraged but not required. We compete each year in the MATE Remotely Operated Vehicle International Competition. Regionals are usually in April or May, and Internationals are usually the third week in June. Regionals are usually held at OSU and Internationals are held in various places around the world, but usually in North America. Students are responsible to raise their own funds for room and board, as well as airline fees for the international competition.

Varsity L

Advisor; Bruce Ward

Meets: Monthly

Varsity L is for Athletes who have earned at least one varsity letter in sports.

We The People Club

Advisor: Ms. Davis

Meets: TBA

The club's purpose is to bring together students interested in U/S. History in a friendly environment that allows them to gain greater academic and presentation skills. The club is composed of a group of collaborating students who present historical essays at competitions, and respond to intuitive questions asked on the spot.

WGLH-TV

Advisor: Mr. Gregory

Dues: \$25 Pay to Participate fee

This club meets as a regular class third period during the school year. The class is open to Juniors and Seniors who have taken and successfully completed Introduction to TV. The students in the class produce a weekly 30 minute news show that airs on cable TV throughout central Ohio. The students write film and edit all their own work. The students also present the daily announcements to the school and work on some special projects throughout the school year.

Youth 2 Youth

Advisor: Dr. Dunn

Meets: TBA Youth 2 Youth is an organization that promotes living drug free.

Yearbook

Advisor: Mr. Wagner

Dues: \$25 Pay to Participate fee

GLHS' yearbook, is a student run publication and class that combines reporters, photographers, and sales staff to produce the school's yearly book. Students in the group select, design and document the year in facts, interviews and pictures to preserve the year that was. This club meets as a regular class during the school year. The class is open to Juniors and Seniors who have taken and successfully completed Honors English 10 Journalism.

School-Sponsored Sports

Please call the Athletic Office for additional information 478-5518

Fall	Winter	Spring
Cheerleading	Basketball	Baseball
Cross Country	Wrestling	Softball
Football	Cheerleading	Tennis (B)
Golf	Ice hockey	Track & Field
Soccer		
Tennis (G)	Bowling	Lacrosse
Volleyball (G)	Swimming	Volleyball (B)

ACTIVITIES WITH CREDIT

Band	Rob Cebriak
Chorale-Choir.	Jeremy Lahman
Distributive Education Club of America D.E.C.A.	Kit Lynch
Flag Corp	Bernadette Adams
Jazz Band	Kelly Shellhammer
Orchestra	Kevin Dengel
Speech and Debate	Leslie Muhlbach
Student Council	Jeni Hawkins-Newman
Television	Tom Gregory
Yearbook Staff	Chris Wagner

PARENTAL INVOLVEMENT

Instrumental Boosters (Band/Vocal)
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. Visitors can be an unacceptable

distraction to the educational process. All visitors to the school must register at the front desk or will be subject to trespassing charges filed by the school administration.

Summary of Board Policy

5630.01- POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION

The Board is committed to the District-wide use of PBIS with students. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion.

Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student in limited circumstances as set forth in this Policy.

All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion, and consistent with the Ohio Department of Education's (ODE's) Policy on Positive Behavior Interventions and Support, and Restraint and seclusion (adopted January 15, 2013).

The Superintendent shall develop emergency procedures for the District.

Physical restraint and seclusion shall be implemented only by Student Personnel who have been trained in accordance with this Policy to protect the care, welfare, dignity and safety of the student, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

Notwithstanding the requirements of this Policy and ODE's corresponding standards and policy, school personnel may use reasonable force and restraint in accordance with R.C. 3319.41. Persons employed or engaged as teachers, principals, or administrators, non-licensed school employees and school bus drivers may, within their scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense, or for the protection of persons or property.

Seclusion of a preschool-age student is prohibited, except that a preschool-age child may be separated from his or her classmates, either in the classroom or in a safe, lighted, and well-ventilated space, for an amount of time that is brief in duration and appropriate to the child's age and development, if the child is always within sight and hearing of a preschool staff member.

The following practices are prohibited under all circumstances, including emergency safety situations:

- a. corporal punishment;
- b. child endangerment as defined in Ohio Revised Code 2919.22;
- c. aversive behavioral interventions.

Annual Medicaid Notification

The Gahanna-Jefferson Public School District is eligible to receive federal Medicaid reimbursement for medically necessary services provided to their special education students when the services meet the requirements of the state's School-Based Medicaid Program and are provided in accordance with the students' IEPs (§300.154(d)(2)(i)-(iii)).

The Individuals with Disabilities Education Improvement Act of 2004 (IDEA) and the Family Educational Rights and Privacy Act (FERPA) require schools to notify parents that the district participates in this program. The district utilizes services ordered in the IEP and the Medicaid identification number, in conjunction with the state Medicaid Agency and our Medicaid billing agent, to receive reimbursements for these services from the School-Based Medicaid Program.

The district's participation in this program in no way impacts the services being provided to the student nor impacts the family's Medicaid benefits. In the event parents no longer want the district to access student information for the purposes of seeking reimbursements through this program, they can notify the district Special Education department by calling 614-337-3777. This annual notification is being provided to you in accordance with program requirements