

## **LAKE MIDDLE SCHOOL**

511 Market Ave. SW

Hartville, OH 44632

Main Office Phone: (330) 877-4290

Guidance Office Phone: (330) 877-4287 Ext. 2002

Fax: (330) 877-1384

[www.lakelocal.org](http://www.lakelocal.org)

### **ADMINISTRATION**

Mr. Brian Reed – Principal

Mrs. Julie Lyberger - Assistant Principal

### **COUNSELORS**

Mr. Bryan Rector – Grade 6 (330) 877-4287 Ext. 2002

Mrs. Wendy Stephens – Grade 7 (330) 877-4287 Ext. 2309

Mrs. Jessica McLouth – Grade 8 (330) 877-4287 Ext. 2012

### **SECRETARIES**

Mrs. Mary Colella – Main Office

Mrs. Diane Garro – Main Office

Mrs. Mary Conti – Guidance Office

### **Board of Education**

Derrick Bailey, President

David VanderKaay, Vice President

Jenny Anderson

David Poling

Jon Troyer

*Lake Local School's Mission: Preparing All Students For Success.*

*Vision: Excellence in Academics, Arts, and Athletics*

## INTRODUCTION

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you adjust to our school, and become an integral part of it. **Each student is responsible for knowing the contents of this handbook.**

The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within our school which will prepare you to live a better life and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

Mr. Reed, Principal

### NEED HELP WITH...

Activity Calendar.....School Website/Tandem Calendar, Office  
Attendance Issues.....Guidance Counselor, Main Office  
Bus Information.....Transportation (330) 877-4275  
Change of Address .....Guidance Office  
Club/Organization .....Main Office  
Emergency..... Any Staff Member  
Grade Questions.....Teacher/Counselor  
Homework (Extended Illness) ..... Guidance Counselor  
Injury, illness, medication .....Guidance/Clinic Office  
Locker Problems.....Main Office  
Lost and Found.....Guidance Office  
Lunch Assistance ..... Food Service (330) 877-4742  
Personal Issue.....Guidance Office  
Textbook Fines .....Main Office  
Tickets (Events) .....Main Office  
Transferring Schools.....Guidance Office  
Visitor's Pass.....Main Office

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**LMS 2015-16 6<sup>th</sup> Grade SCHEDULE**

7:19	Warning Bell
7:20 -	Tardy
7:20 – 7:30	Home Room
7:33 - 8:41	1 <sup>st</sup> White team/Breit
7:33 – 8:18	1 <sup>st</sup> Blue team/Neidert
8:44 - 9:29	2 <sup>nd</sup> White team/Breit
8:21 – 9:29	2 <sup>nd</sup> Blue team/Neidert
9:32 - 10:17	3 <sup>rd</sup> (Music/Study hall)
10:20 - 10:53	4 <sup>th</sup> Lunch
10:56 - 12:05	5 <sup>th</sup>
12:08 - 1:17	6 <sup>h</sup>
1:20 - 2:30	7 <sup>h</sup>

**LMS 2015-16 7<sup>th</sup> Grade SCHEDULE**

7:19	Warning Bell	7:20 -	Tardy
7:20 - 7:30			Home Room
7:33 - 8:28			1 <sup>st</sup>
8:31 - 9:22			2 <sup>nd</sup> (Music/Study hall)
9:25 - 10:16			3 <sup>rd</sup>
10:19 - 11:10			4 <sup>th</sup>
11:13 - 12:04			5 a b
12:07 - 1:39			Lunch 5 c
12:42 - 1:33			6 <sup>th</sup>
1:36 - 2:30			7 <sup>th</sup>

**LMS 2015-16 8<sup>th</sup> Grade SCHEDULE**

7:19	Warning Bell	7:20 -	Tardy
7:20 - 7:30			Home Room
7:33 - 8:28			1 <sup>st</sup>
8:31 - 9:22			2 <sup>nd</sup> (Music/Study hall)
9:25 - 10:16			3 <sup>rd</sup>
10:19 - 11:10			4 <sup>th</sup>
11:13 – 11:45			Lunch 5 a
11:38 - 12:39			5 b,c,d
12:42 - 1:33			6 <sup>th</sup>
1:36 - 2:30			7 <sup>th</sup>

**TWO-HOUR DELAY SCHEDULE**

HOMEROOM	9:21- 9:25
1 <sup>st</sup>	9:28- 9:57
2 <sup>nd</sup>	10:00-10:29
3 <sup>rd</sup>	10:32-11:01

6 <sup>th</sup> Grade Lunch	11:04 -11:33
4 <sup>th</sup> per. 7 <sup>th</sup> & 8 <sup>th</sup> gr.	11:04-11:33
8 <sup>th</sup> Grade Lunch	11:36-12:05
4 <sup>th</sup> per. 6 <sup>th</sup> grade	11:36-12:05
5 <sup>th</sup> per. 7 <sup>th</sup> grade	11:36-12:05
7 <sup>th</sup> Grade Lunch	12:08-12:42
5 <sup>th</sup> per. 6 <sup>th</sup> grade	12:05-12:37
5 <sup>th</sup> per. 8 <sup>th</sup> grade	12:05-12:37
6 <sup>th</sup>	12:45- 1:33
7 <sup>th</sup>	1:36- 2:30

**LAKE MIDDLE SCHOOL CALENDAR  
2015-2016 SCHOOL YEAR**

**AUGUST**

14-17	Teacher Days
18	First Day of School Students (1st-12th)

**SEPTEMBER**

4	No School Student/Staff
7	Labor Day - No School

**29 Parent/Teacher Conferences 3:30-8:00**

**OCTOBER**

<b>1</b>	<b>Parent/Teacher Conferences 3:30-8:00</b>
<b>6</b>	<b>Parent/Teacher Conferences 3:30-8:00</b>
12	No School Students/Staff PD
22	End of First Nine Weeks
23	No School Students

**NOVEMBER**

26-27	Thanksgiving Break - No School
30	No School Students/Staff

**DECEMBER**

21–31	Winter Break - No School
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**JANUARY**

1	Winter Break – No School
14	End of Second Nine Weeks
15	NO School Students/Teacher PD .5/.5 WORK
18	Martin Luther King Day - No School

**FEBRUARY**

<b>2</b>	<b>Parent/Teacher Conferences 3:30-7:00</b>
<b>4</b>	<b>Parent/Teacher Conferences 3:30-7:00</b>
15	President’s Day - No School Students/Staff

**MARCH**

18	End of Third Nine Weeks
21-25	Spring Break – No School

**MAY**

26	<b>Last Day</b> of School for Students
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## **GENERAL STUDENT INFORMATION**

### **ACCIDENTS**

In the event a student is involved in an accident or injured during the school day, a staff member or office should be contacted immediately. An accident / injury report may be filled out and the parent contacted depending on the nature of the injury. First aid may be applied, parent contacted, and the student returned to class (if the injury is not serious).

### **DIRECTORY INFORMATION**

The Family Educational rights and Privacy Act (FERPA), A Federal law, requires that the Lake Local Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Lake Local Schools **may** disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the school or agency that they do not want their student's information disclosed without their prior written consent. Lake Local School District has designated the following information as directory information:

- Student's name

- Participation in officially recognized activities and sports
- Student's achievement awards or honors
- Student's weight and height, if a member of an athletic team
- Major field of study
- Date of Graduation

If you do not want the Lake Local Schools to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by September 15 of each school year.

### **STUDENT WITHDRAWAL**

The Board of Education affirms that, while statute requires attendance of each student until 18 years of age, it is in the best interest of both students and the community that they complete the educational program. The Board directs that whenever a student wishes to withdraw, effort should be made to determine the underlying reason for such action and the resources of the District should be used to assist the student in reaching his/her career goals. No student under the age of 18 will be permitted to withdraw without the written consent of a parent.

The following procedures have been adopted by the Lake Local Board of Education concerning the transfer of a student to another School District:

1. Parent or guardian must notify the school that the student is transferring to another school.
2. A student check-out form is given to the student to be signed by each teacher the day before the date of transfer.
3. Upon receipt of the completed sign-out sheet, a transfer is made out if required immunizations are complete or not.
4. The health record is photocopied and attached to the transfer card.
5. Cumulative folder is removed from the files, updated, and placed in the transfer out file.

6. The child/children's name(s) is taken off the class list.

7. A memo is sent to the appropriate personnel notifying them of the transfer.

8. Upon receipt of request for academic records from the receiving school, a copy of the cumulative folder is mailed in its entirety to a public school following the Principals review. Copies of pertinent records are mailed to nonpublic schools and any out of state school following the Principals review. Folder is then placed in the transfer out file.

### **ELEVATOR**

Our school is equipped with an elevator. It may be used by students only when legitimate need or injury necessitates its use. Permission will be granted when a note from a parent is presented to the guidance office.

### **ATHLETIC ELIGIBILITY**

#### **Students Enrolled in Grades 7-8**

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Therefore, in order to remain eligible, a student in grade 7 or 8 must have received passing grades in a minimum of **five** of the subjects carried the preceding grading period in which the student was enrolled.

#### **Grading Scale**

4.00	A	95 - 100%
3.67	A-	92 - 94%
3.33	B+	89 - 91%
3.00	B	86 - 88%
2.67	B-	83 - 85%
2.33	C+	79 - 82%
2.00	C	75 - 78%
1.67	C-	71 - 74%
1.33	D+	67 - 70%
1.00	D	64 - 66%
0.67	D-	60 - 63%

### **BOOK BAGS (limited use of)**

Students shall be permitted to carry book bags to and from school; however, book bags will not be permitted in classrooms, study halls, the media center, the gymnasium, or in the cafeteria. All book bags shall be kept in each student's locker during the school day.

### **EMERGENCY SCHOOL CLOSING**

In case of any emergency school closing, a telephone call out will come from the superintendent. Also, radio stations and local TV stations will broadcast news of the school closing.

### **FIELD TRIPS/CLASS TRIPS/ 6TH GRADE CAMP**

A student who has been suspended, either in school or out of school, or whose pattern of behavior is consistently disruptive, or is found to be untrustworthy may be excluded from a field trip or the class trips (with minimal to no refund). Other considerations which effect eligibility for class trips include attendance and academic performance. All school fees must be paid in full for a student to attend the class trip.

### **FIRE and TORNADO DRILLS**

A. When the fire bells ring, students, with teachers at the head of the lines, should leave by the nearest exits indicated by the directions in each room near the doors. Teachers should order windows closed and the last student out of the room should close the door. DO NOT wait for other rooms and DO NOT cross lines. Progress should always be in one direction.

In order to hear any necessary instructions during movement toward the exits, keep all talking and noise to a minimum. Move at a quick pace, but DO NOT run. Students from the first rooms out of the exits should remain at the doors and see that they are held open. Students should move a safe distance from the building and should not block the path of incoming vehicles.

B. If the office is warned of possible tornadoes, appropriate instructions will be relayed to all rooms. Students must proceed quickly, but in an orderly fashion, to the nearest wing of the building and assume the proper position (Kneeling toward the wall with head covered with your hands). No one is to be in the gym, cafeteria, or in any classroom (unless designated). Notification of tornadoes or of a drill will be handled through the office or administration.

### GUIDANCE

The purpose of the guidance program is to help each individual student achieve their highest growth mentally, emotionally, and socially. We try to do this in several ways:

1. Helping the new student feel at home in our school with new teachers and friends in a different setting.
2. Individual conferences whenever a student, teacher, counselor, or parent deems it necessary.
3. A Teen Skills class taught at each grade level for a 6 week cycle.
4. The counselor welcomes the opportunity to talk things over with any student. Counselors can be reached by calling the main office @ (330) 877-4290.

### HALL PASSES

Students will not be permitted to be in the halls during regularly scheduled classes for any reason without a pass. It is always the student's responsibility to secure the prescribed pass before he/she is permitted to leave the classroom.

### LIBRARY MEDIA CENTER

*“Read and research to achieve success!”*

#### Use of LMC:

- open from 7:10 a.m. to 2:40 p.m.
- before school
- from study hall with research pass
- from study hall with temporary pass

- from class with pass from teacher

#### Online access:

Go to <http://lakelocal.org>

Click on Middle School (on left)

Click on Library Media Center (on left)

#### Online resources and databases:

Log into most databases using:

User: **lakeblue**

Password: **streaks**

**AR Bookfinder** will allow a search for Accelerated Reader Quizzes. Quizzes must be taken at school.

\*\*For a complete list of all usernames and passwords, go to the password page link on the library home page, located under the words “Subscription Databases.” To access the page, use your school computer login.

#### Material circulation:

- maximum of two items out at one time
- three week check out period for most items
- Only 8<sup>th</sup> graders will be able to check out books in the YA section
- must bring item to LMC to renew
- magazines checked out for one week

#### Overdue books:

- no checkouts if you have overdue books
- detentions given for failure to return items
- payment required for lost or damaged item. If the book is found, a full refund will be given.

#### Behavior expectations:

- be busy with your own work
- do not distract any other LMC user
- all school and library media center computers are to be **used for school work only**. Students are required to follow the guidelines of the District’s Acceptable Use Policy. A copy of the Acceptable Use Policy is on the student page of the LMC website. **Students must sign in and out**

**and go directly to and from the class and the LMC.**

**Students making use of the Stark County District Library should be aware of the following policy:** People demonstrating disruptive, disorderly or inappropriate behavior may be required to leave the library premises and / or school premises.

Disruptive, disorderly or inappropriate behavior includes but is not limited to:

1. failure to follow library rules, regulations or procedures;
2. misuse of library property;
3. use of sound equipment without headphones;
4. actions that deliberately annoy others, disrupt library operations, or prevent the use of the library and its resources.

### **LOCKERS**

Lockers are the property of the Lake Local Schools. They are provided for the students with the intention of safeguarding the student's belongings. The school reserves the right to inspect lockers if there is an indication of the possibility that the locker contains harmful material. Lockers will also be inspected periodically for health, safety and school hygiene. Lockers with combination locks are issued to students at the beginning of the year. Lockers should be kept locked at all times. Students are cautioned against telling their combinations to each other to insure the security of their property. Each student is responsible for keeping their assigned locker clean both inside and outside. Students are NOT to share lockers.

### **LOST AND FOUND**

Articles found in and around the school should be turned in to the Guidance Office

where the owners may claim their property by identifying it. Lost purses, jewelry, glasses should be claimed in the main office. Most unclaimed items are donated and / or discarded at mid-year and at the end of the school year.

### **STUDENT COUNCIL**

Your Student Council provides for student activities, serves as a training experience to acquire leadership skills, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the Council are your representatives and have direct access to the school administration.

### **REPORT CARDS TO PARENTS**

The students receive a report card each grading period. (November, January, March, and June.) The report card should be given to your parents or guardian for examination. Report cards will not be issued until all fees and fines have been paid. Final report cards will be mailed to the home within two (2) weeks of school ending.

If a student is failing a subject midway through a given grading period, teachers are to communicate with parents about deficiencies through email or phone.

### **VISITORS**

All persons entering the building are required to report to the Main Office of the school. A parent/guardian who enters the school should make his/her business known in the office.



### **(STUDENT) VISITORS**

If a student wants to bring another student to visit our school, he/she must have advance approval of the principal or his designee. The following is required:

1. A note from the Lake student's parent/guardian granting permission to bring a visitor.
2. A note from the visiting students' parent/guardian granting permission to visit and stating the reason why their child will not be attending their own school that day. A statement that the visiting student is considering attending Lake Middle School is also preferred.
3. A note from the visiting student's principal if their school is in session.
  - Please allow, at the very least, one full day's notice. Student visitations are not encouraged the first or last two weeks of the school year.

### **LUNCH**

Our middle school lunch period is only 30 minutes in length, therefore we discourage parents from removing their child to take them out for lunch. Parents are not permitted to take students other than their child out for lunch. If parents bring food in, it is to be for their child only. If a parent/relative wants to have lunch with their child, a separate room may be designated for them to eat with their child. All deliveries, including food to students, will be made by school personnel. Students are to be supervised at all times and are not permitted to leave the cafeteria without permission.

### **STUDENT CONDUCT / DISCIPLINE**

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that

develops self-control, character, orderliness, and efficiency. It is the key to good citizenship, good conduct and proper consideration for other people. With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

### **EXPECTATIONS OF BEHAVIOR**

The classroom is the most critical area of a school and we insist that behavior and attitude in the classroom reflect the importance of teaching and learning. We insist that students:

1. arrive on time
2. are prepared for class with all materials necessary
3. show respect and consideration for others
4. demonstrate care and consideration for school property and the property of others
5. are attentive to the tasks at hand

Violation by a student of any one or more of the following rules on school grounds or at school activities and events off school grounds may result in disciplinary action, such as detention, suspension, emergency removal from class or school and/or expulsion. These rules are not meant to be all-inclusive; a building administrator may use other options if they are deemed more appropriate

**1. Disruption in School:** A student will not, by use of violence, force, coercion, threat, harassment, insubordination or repeated acts of misbehavior cause disruption or

obstruction to the educational process, including all curricular and extracurricular activities.

**2. Destruction of School or Private Property:** A student will not cause or attempt to cause willful destruction or defacement of school or private property (including vehicles owned by the Board).

**3. Unauthorized Bodily Contact, and/or Threat:** A student shall not by words, acts, or deeds threaten to commit, or have committed, acts of unauthorized touching, hitting, making physical threats, or other acts of intimidation against persons or property. Statements of threat are considered acts of violence with intent to affect the welfare and safety of others. Threats are taken seriously and will not be condoned.

**4. Narcotics, Alcoholic Beverages and Drugs:** A student will not, during any curricular or extracurricular school activity possess, use, transmit, conceal, acquire, attempt to acquire, or be under the influence of or show any signs of having consumed any of the following: alcoholic beverage, dangerous drug, narcotic, look-a-likes, any substance that causes any physical or mental change. No student shall have paraphernalia that could be used to smoke, induce or use any said substance. *See ATOD Policy pg. 14*

Whenever a student is suspended or expelled from school in accordance with O.R.C. 3313.66 for the use or possession of alcohol or drugs, the Superintendent is required to notify the Superintendent of the county system.

**5. Smoking/Tobacco/E-cigarettes, or Products Associated with E-cigarettes:**

Students will not be permitted to use or possess tobacco products, e-cigarettes or products associated with tobacco products or e-cigarettes in school buildings, on school grounds, at any school related activity, or while riding to or from school in vehicles owned by the Lake Board of Education.

**6. Profanity and/or Obscenity:** Profanity of any form is not acceptable. This includes student folders, notes, books, etc. A student will not, by written, verbal, gestural, or other means, annoy or humiliate others or disrupt the education process by using profanity or obscenity, or acts of lewd behavior.

**7. Truancy and Tardiness:** A student will comply with the compulsory school attendance laws. When a student is absent from school without a legal excuse, it constitutes truancy or tardiness. This includes unexcused absences from study hall, class or any other properly assigned activity. Repeated tardiness is also considered a serious offense.

**8. Insubordination:** A student will comply with directions of authorized school personnel during any period of time the student is properly under the authority of the school.

**9. Inappropriate Dress:** A student will not dress or appear in a fashion that:  
A. interferes with the student's health or welfare or that of others, or  
B. causes disruption or directly interferes with the educational process.

**[Refer to dress code, page 7-8]\*\*** The dress code applies to all school related activities, including extra-curricular activities.

**10. Theft:** A student will not take or attempt to take into possession or have in possession

the public property or equipment of the school district or the personal property of another.

**11. Extortion:** A student will not obtain or attempt to obtain another person's property either by implied or expressed threat.

**12. Forgery:** A student will not falsify in writing the name of another person, times, dates, grades, addresses or other data on school forms, or correspondence directed to the school.

**13. Trespassing or Loitering:** A student will not be present in a school building or on school grounds at unauthorized times (after 2:45pm) when his/her presence may cause disruption of an activity, function or the educational process, without proper adult supervision. (Depending on the time of day this may include the Public library and the YMCA.)

**14. False Identification/Information/Inducing Panic:** A student will not use or attempt to use false identification or information to mislead school personnel or induce panic amongst students and/or staff in any way.

**15. Breaking and Entering:** A student will not break and enter, or attempt to break and enter, school or private property either on school grounds or any school activity, function or event off school grounds.

**16. Gambling:** Students are not allowed to participate in the act of illegal gambling for money or valuables on school premises or at school events.

**17. PDA:** Public Display of Affection between students is not permitted.

**18. Academic Dishonesty:** Cheating is one form of academic dishonesty. Some examples: copying other students' work or allowing another student to copy work,

looking at other students' paper for answers, submitting other students' work as your own.

- Another type of academic dishonesty is plagiarism. Using someone's words and/or ideas and presenting them as original.

- Unintentional plagiarism means that the writer has failed to master skills in summarizing, paraphrasing, and/or quoting. It may also mean that the writer has cited incorrectly or not at all.

- Intentional plagiarism means that the writer has chosen to cheat, such as: using a paper in which part or all of it was written by someone else, copying a paper electronically through the internet; deliberately copying or paraphrasing sections of a published work without proper citation.

- The consequences for violation of academic dishonesty may consist of, but not be limited to, the following: **Cheating: No credit for the assignment. Unintentional Plagiarism: Reduced grade. Intentional Plagiarism: No credit for the assignment.**

**19. Fire:** Students are prohibited from the unauthorized use of fire, smoke or incendiary device on school premises. This would include possession of lighters, matches, etc. Students are not to have a lighter in their possession on school property or at any school function.

**20. False Alarms:** Students involved in the act of initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without cause, will be referred to the proper authorities and be suspended with the possibility of expulsion.

**21. Inciting Others to Violence or Disruption:** Students are prohibited to incite others by words, or deeds that directly result in violence or a disruption to the atmosphere of order and discipline necessary for

effective learning. This includes racial and sexual harassment.

**22. Repeated Violations/ Persistent Misbehavior:** For repeated violations against the student code of conduct and/or persistent misbehavior, or other misconduct pertaining to any rules or regulations governing student conduct.

**23. Possession of Communication / Elec. Devices:** For safety and educational reasons, cell phones, i-pods, and other electronic items / games deemed inappropriate by school personnel are not permitted during school hours unless expressly permitted by individual classroom teachers in a supervised setting. The initial time a phone or device is confiscated, the student may pick it up at the end of the day from the attendance office. Subsequent confiscations will require parents to pick up the phone. Repeat offenses may also result in further disciplinary consequences. Failure to surrender a cell phone or device to a staff member upon request may lead to additional consequences for insubordination. Teachers and staff members are the ultimate and final authority with regard to the cell phone/electronic device policy in their classrooms. Cell phones and electronic devices may be searched by an administrator at any time if there is reasonable suspicion that a school policy or law has been violated. If / when confiscated, the student will retain no expectancy of privacy. Students are strongly advised to NOT bring any of these items to school and may be responsible if they are lost or stolen. Electronic devices may be searched if there is reasonable suspicion that a school policy or law has been violated.

**24. Dangerous Weapons:** Students are prohibited from acquiring, using, carrying, possessing or having control of dangerous weapons on school property, in school vehicles or at any school sponsored activity. Students who violate the policy

will be subject to expulsion. The definition of a dangerous weapon shall include but not be limited to: hand gun, explosive device, ballistic knife, imitation weapon, straight razors, noxious irritant or poisonous gases (mace, etc.) poisons, firearms, laser pointers, zip-gun, incendiary device, stun gun, any knife, an impact device such as baton, nun chucks, metal knuckles, etc., drugs, or any other items possessed with the intent to use, sell, harm, threaten, or harass students, staff members, parents, or members of the school community. Knowledge of the above (dangerous weapons without reporting) may also be disciplined accordingly.

**25. Harassment:** See page 13-14.

**26. Other Misbehavior:** Failure to abide by other rules that may be established from time to time by the board, superintendent, or principal such as: not following directions, being loud/disruptive, unwilling to follow classroom or school rules, etc.

#### **DRESS AND PERSONAL APPEARANCE**

The Lake Local Board of Education recognizes the fact that for the best interests of the school and its general environment, some control over extreme manners of dress And personal appearance of students is necessary.

#### **STUDENT DRESS CODE**

- Clothing should be clean, neat, in good condition, and worn appropriately.
- Torn clothing or clothing with holes is not permitted.
- Pants must be worn at the waist. Shorts, skirts, and dresses of acceptable length {KNEE LENGTH} as determined by the administration are permitted year round.
- With proper undergarment such as: tights, leggings, jeggings and yoga pants, etc. skirt or short needs to be fingertip length.

-Any shirts or tops worn with yoga pants, leggings, or tights must be long enough to cover the backside.

-Running shorts, boxer shorts, biking shorts, pajama tops or bottoms, cutoffs, and slippers are not acceptable.

- Shirts, tops, or any other articles of clothing that expose cleavage or undergarments are not permitted.

**Examples of unacceptable clothing:**

- Clothing that exposes the midriff and shoulder.

- Clothing exhibiting words, logos, symbols, trademarks, or other references to alcohol, drugs, sex (and sexual innuendos), violence, profanity, cults, satanism, death or that may be considered disruptive to the learning environment are prohibited.

- Coats, hats and other head dresses are not permitted to be worn in the building. (Upon entering the school, all hats and head dresses are to be removed and placed in the lockers).

- All facial jewelry, including clear studs are prohibited.

- All chains and large pieces of jewelry are prohibited.

- Any form of dress or hair-style which is considered contrary to good hygiene or which is distractive or disruptive to the purpose of education will not be permitted.

-Hair that covers one's eyes or unnatural colored hair is prohibited.

**Realizing that fashion is subject to change, administration reserves the right to make decisions concerning dress code or other fashion issues. Failure to abide by these rules may result in confiscation and/or disciplinary action, including required clothing change.**

**- The dress code will be enforced at all school related activities.**

**ATTENDANCE**

It is necessary that students are in regular attendance at school. The following factors constitute excused absence from school:

1. Illness
2. Illness in the immediate family
3. Death in the family
4. Emergency at home
5. Medical appointment - for the time necessary
6. Vacation with parents - if vacation policy is followed
7. Court appearance
8. Marriage in the family
9. Any other reason for not attending school must be approved in advance by the school administration.

The following is the procedure to be followed when a student is absent from school:

1. Parents are to report their child's absence from school by phone by 8:00 a.m. to (330) 877-4290. They may call and simply report this to the answering machine or the school secretary. (guardian name, student name, day of absence, reason for absence and his/her grade)

2. Upon the student's return to school, the student should have the parent or guardian write an excuse giving your name, date, days of absence, reason for absence and his/her signature which is to be submitted to the main office.

NOTE: If a personal illness requires medical attention, please forward a copy of the certificate of the doctor. The student will report to the main office with his/her "Medical Excuse" after which a special medical admission slip will be issued. This serves to notify teachers and attendance officers that the absence was medically excused.

3. The student should ask all teachers for make-up work. Assignments that are not

made up will be reflected in your grade. Each student is responsible for seeing that all make-up work is completed.

### **EXCESSIVE ABSENCES**

If a student has an excessive amount of absences or shows a pattern that excessive absences could occur through the year, the main office shall implement the following procedures for questionable absence:

1. A conference will be held with the student and the parents will be notified of the conference by phone or letter.
2. If excessive absences should still persist, the attendance office shall request a conference with the parent and student. If the parent fails to appear for a scheduled conference, a legal notice will be sent certified mail to the parent.
3. If steps one and two do not correct the attendance problem, a legal notice will be sent by certified mail and a formal complaint will be filed in the Stark County Juvenile Court.

### **UNEXCUSED ABSENCE/TRUANCY**

Student absence for a reason other than those listed in the Board of Education Student Attendance Policy will be considered an unexcused absence. A student who is absent from school must, upon return, present a statement of the reason for absences, the date(s) of absence and the signature of the parent or guardian. A student who does not present a statement will be charged with an unexcused absence.

Truancy is defined as an unexcused absence from a class or from school. Students will not receive academic credit for school work missed including daily assignments, homework, quizzes, tests, projects, etc. Parents will be informed of truanancies and disciplinary action will be taken with the student. Chronic attendance problems will be directed to the Stark County Juvenile Court as directed in the Ohio Revised Code. Habitual Truancy includes 12 or more unexcused days per year, 7 unexcused days

in a month, or 5 consecutive unexcused days. Chronic Truancy includes 15 or more unexcused days per year, 10 days per month, or 7 consecutive days. Parents may also be prosecuted under Ohio Revised Code for “Failure to send a Child to School.” Excused absences, tardies and missed periods do not count toward truancy.

### **LATE ARRIVAL OR EARLY DISMISSAL FROM SCHOOL**

If a student arrives late to school, for any reason, he/she is to report to the main office for an admission slip. This slip is to be signed by his/her teachers. From the time students arrive in the morning until they depart for home, they are not to leave the school grounds without permission from the office. Permission for an early dismissal from school must be obtained from the office.

- If a student arrives to school after 9:45am it is considered ½ day absent and if the student leaves prior to 12:05 it is also considered a ½ day absence.

### Procedures for Early Dismissal

- a. Students should bring a note to the main office upon arriving at school in the morning. The note should state the reason for requesting the early dismissal and time the student will need to be released.
- b. The office will issue an early dismissal form to the teacher when it is necessary for the student to be excused.
- c. Students should show the early dismissal form to the teacher when it is necessary for the student to be excused.
- d. After being excused by the teacher, the student should report to the main office and sign out.
- e. Parents picking up their child must report to the main office and sign the student out. (For your child's safety, please comply with these procedures).

It should be pointed out that even though early dismissals can be granted, appointments should be made after school

whenever possible. Being absent from class can be detrimental to a child's progress.

#### **TARDINESS TO CLASS**

A student's failure to produce a pass signed by a school authority means the student has no authorized reason for the tardiness and the tardiness to class is unexcused.

#### **TARDINESS TO SCHOOL**

A student will be marked tardy if they arrive to school after 7:20a.m. and before 9:45a.m. without a medical excuse.-On the 4th and 5th tardy the student will receive a detention. Two detentions or an extended detention will be assigned on the 7th and 8th time tardy. Students with 10 or 11 tardies will be assigned an Alternative School. 13 or more tardies will be assigned in school suspension. Medical excuses with a note from a Physician shall not be counted toward the student receiving detentions. Discipline for tardies starts over at the 3<sup>rd</sup> nine week grading period, Jan. 19, 2016.

#### **VACATION / NON-EMERGENCY TRIP POLICY**

We emphasize the importance of regular attendance at school. However, we recognize that family work schedules may cause a child to be out of school for a short period of time during the school year. This vacation policy is to accommodate parents who can only get their scheduled vacation time during the academic school year. This is not intended as a student vacation.

The Board of Education does not encourage students being excused from school for vacations out of the District. The responsibility for taking a student out of school for a vacation rests with the parent. Parents must notify the school administration in advance of a vacation or trip. **STUDENTS MUST BE ACCOMPANIED BY THEIR PARENTS ON THE DAYS MISSED OR THEY MAY BE CONSIDERED UNEXCUSED.**

Parents must not expect any work missed by their child to be re-taught by a teacher. However, if the school is notified in advance of a trip, every effort will be made to prepare a general list of assignments for the child to do while she/he is absent. Noncompliance with this policy will result in an unexcused absence for the student.

A student who is absent for a vacation for more than two (2) consecutive weeks should either enroll in another school or have a professional tutor. Evidence of such attendance or tutoring should be presented when the student returns to school. Vacations will not be approved during the last week of any semester.

We ask that you notify your child's teacher as soon as possible of this vacation time if you are expecting your child to take school work with them while on vacation. Your child's teacher will make the decision on the amount and type of work that they will assign for this vacation time and what work may have to be done in class once the child returns from vacation. It is the parents/guardian's responsibility to see that the assigned work is completed, that all materials are returned to the teacher upon return from vacation, and that all texts are kept safe and returned to school when the child returns from vacation.

\*\*Exceptions to this policy are at the discretion of the School District Administration.

**- Absences for vacations shall be counted as days absent.**

#### **SCHOOL SECURITY NOTICE**

Ensuring a safe and violence-free school environment is everyone's responsibility. Lake Local Schools encourages all members of the school community including students, parents, staff, and residents to be vigilant in reporting threats of violence or possession of weapons. The Student Conduct Code states:

A student shall not with words, acts, or deeds threaten to commit, or have committed, acts of violence against persons or property. Statements of threat are considered acts of violence with intent to affect the welfare and safety of others. Threats are taken seriously and will not be tolerated.

It is illegal to carry a firearm, deadly weapon, or dangerous ordnance anywhere on school premises by anyone. Unless otherwise authorized by law, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto school premises - pursuant to the Ohio Revised Code.

#### **SECURITY CAMERA USE**

For the safety and welfare of students, school personnel, members of the community, and our facility, video surveillance cameras are placed throughout the building, buses and grounds. Actions recorded on these cameras may be used as evidence in disciplinary action. The system also provides security to our facility, staff, and students. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

#### **COMPUTER NETWORK ACCEPTABLE USE POLICY**

All students must take responsibility for appropriate and lawful use of internet and network access. Please be advised that Lake Local Schools provides network and internet access to students for educational uses only. Misuse or abuse of network policy may result in disciplinary action as described in the Lake Local Schools Computer Network and Internet Acceptable Use Policy and Agreement. The School District may also take other disciplinary action. Please refer to the Lake Local Schools Computer Network and Internet Acceptable Use Policy and Agreement posted throughout the building.

**By signing for this handbook, you are acknowledging you have read, understand, and agree to abide by the terms of the Lake Local Schools Computer Network and Internet Acceptable Use Policy and Agreement.** The Acceptable Use Policy is also posted on the student page of the LMC website.

#### **HARASSMENT/BULLYING**

**The Board of Education will not tolerate any known harassment, intimidation or bullying of any student on school property or at a school-sponsored activity.**

Harassment, intimidation or bullying is defined as an intentional, written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior both: (1) causes mental or physical harm to the other student and (2) is sufficiently severe, persistent or pervasive (over time) that it creates an intimidating, threatening or abusive educational environment for the other student.

**WHAT TO DO IF YOU FEEL YOU ARE BEING HARASSED OR BULLIED:** The first thing to do is to tell the student you are uncomfortable with the behavior and ask that it stop. If you have told the person to stop and the behavior does not stop, further action should be sought through reporting to your guidance counselor, a teacher or a school administrator. A report may also be made by a teacher, parent, student or other individual. The report will be investigated and appropriate disciplinary consequences may result.

#### **Gender/Ethnic/Religious/Disability Harassment**

##### **- Verbal Harassment**

1.) Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc., toward a fellow student, staff member, or other person associated with the District.



2.) Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

**- Nonverbal Harassment**

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

**- Physical Harassment**

An intimidating or disparaging placement of a hand on another student, tripping, hitting or spitting on a fellow student, staff member, or other person associated with the District.

**SEXUAL HARASSMENT**

The legal definition of **sexual harassment** is: unwanted sexual advances which may be verbal, nonverbal, or physical.

**Physical sexual harassment is any unwanted sexually oriented physical act.**

For example:

- Touching, fondling, grabbing and or pinching in a sexual way
- Purposely bumping or rubbing against a person
- Kissing or holding a person against his or her will
- Impeding a person's movements or preventing a person from moving freely
- Being flashed or "mooned"
- Being forced to do something sexual
- Shown, given, or left sexual pictures, photographs, illustrations, or notes

**Verbal sexual harassment means offensive words and comments, spoken privately to a person or in front of others. For example:**

- Comments about body parts or rating people's bodies
- Sexual suggestions or threats
- Lewd, suggestive and or sexually-oriented comments or suggestions
- Jokes of a sexual nature

- Using sexual orientations as an insult
- The spreading of sexual rumors about a person

**Nonverbal sexual harassment includes:**

- Staring or pointing at a person's body or body parts
- Making obscene gestures
- Displaying obscene sexual material or placing it in someone's locker or on someone's computer
- Writing sexual messages {graffiti} about a person in public places (on bathroom walls, in locker rooms, etc.).

**Sexting:**

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting, etc. may constitute a crime under State and/or Federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

**\*\* Remember, if sexual remarks or behavior are UNINVITED, UNWELCOME, OR UNPLEASANT TO THE OTHER PERSON, that's sexual harassment. It's unfair, disrespectful, and has no place in school.**

**WHAT TO DO IF YOU'RE SEXUALLY HARASSED:**

If you feel that you are being sexually harassed, report it immediately to your guidance counselor or to a school administrator. Any person who engages in sexual harassment will be subject to disciplinary action.

### **CYBER/ELECTRONIC-BULLYING**

The Lake Local School District is committed to preventing harassment for all schools and facilities, including cyber-bullying. Cyber-bullying is defined as abusive behavior including, but not limited to, taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetrated with computers, cellular phones, internet websites, and/or any other electronic device. If the reported action is sufficiently severe, persistent or pervasive (over time) that it creates an intimidating, threatening or abusive educational environment for the other student, the administration will look into the issue and determine (based on legal reasoning) if it is a school matter to address.

### **CONSEQUENCES**

Informal consequences would include, but not limited to, a verbal warning, phone call to parent, referral to administrator, lunch detention, assigning of different seating, cleaning up mess, etc... More formal consequences / discipline would include the following:

### **DETENTION**

Students may be assigned a detention by any member of the faculty and are assigned for those students with undesirable patterns of attendance, tardiness, or conduct as well as other disciplinary problems.

Students assigned to detention are to report to the room designated on the detention notice at the time given, for the number of days assigned. Detentions are 30 – 60 minutes long (as indicated on the notice that requires a parent signature). Each student is to have sufficient materials and books to study for the detention period, and is to cooperate with the detention supervisor. Lunch detentions may also be issued. Students eat their lunch in the office or the designated teacher's classroom.

### **ALTERNATIVE SCHOOL:**

Alternative School may be assigned for more serious (or repetitive infractions) and / or offered as an alternative to Out-of-School Suspension at the administrator's discretion. By selecting Alternative School (in lieu of suspension), the pupil has the opportunity to attend all classes as opposed to being out of school.

### Alternate School Guidelines:

1. Students must be in the designated location from 2:30pm – 5:00pm. Any student sent home will face suspension the following Monday.
2. Students are required to report to Alternate school with all necessary materials for study, i.e. paper, pencils, textbooks, assignments, notebooks, etc. Failure to be prepared may result in additional discipline.
4. Students will not be permitted to talk, sleep, or put their head down during Alternate school. No food, beverage, radios, or other recreational articles will be permitted.
5. Students who fail to attend an Alternate School assignment or are sent home, forfeit the Alternate School privileges and will be assigned the in-school/out-school suspension alternative. **Transportation to or from school for discipline infractions is the responsibility of the parent or guardian.**

### **IN-SCHOOL SUSPENSION:**

Assigned for more serious offenses and for failure to serve less restrictive forms of discipline. While serving In School Suspension a student does have the opportunity to attend school and complete work during the school day, yet separated from their classmates.

- All school rules are in effect during any detention, alternative school, or ISS

### **SUSPENSION and / or EXPULSION:**

At any time student behavior requires consideration for suspension or expulsion, it is the obligation of the administration to conduct a hearing to accommodate the

student's right to hear the charges and be permitted to respond accordingly prior to action of the administration. Notification of the right of the pupil, parent, guardian to:

1. appeal an Out-of-School Suspension or expulsion to the Board of Education or its designee
2. be represented in any appeal proceeding
3. request that appeal hearings be held in executive session shall be in accordance with the Ohio Code.
4. per board policy, students may be permitted to make up work if it is the first time he/she has been suspended.

### **BUS REGULATIONS**

Lake provides bus transportation for all students. Bussing concerns should be directed to the district transportation office {330.877.4275}. Remember, your bus driver is responsible for the lives of all the students on his or her bus. It is imperative that you respond to the directions of your driver and abide by the rules listed as follows.

1. Bus drivers are in charge of behavior on the bus and students should follow instructions issued by the driver.
2. Students should be at bus stops before their scheduled pick up time to allow the driver to operate on schedule
3. Students must maintain classroom discipline on the bus. No eating or drinking is permitted. No parts of the student's bodies are to be extended out of the bus windows.
4. Students must ride their assigned bus and use their own bus stop unless permission is obtained from the building Principal.
5. Alcohol, drugs, or smoking are NOT permitted on the bus or at bus stops.
6. Firearms, explosives, or illegal materials are NOT permitted on the bus.
7. Live animals or objects too large to fit on students lap are NOT permitted on the bus.
8. Students or their parents will be

financially responsible for damage done to buses.

\*\* Violations of these rules may result in discipline or suspension of bus riding privileges.

### **Discipline for Bus Misconduct**

1. When possible, discipline should be handled by the bus driver.
2. A Student Conduct form may be completed and turned in to the transportation supervisor. The information will be forwarded to the proper administrator and the parent/guardian of the student for the appropriate action.
3. If a severe discipline problem occurs during the operation of a school bus, the driver may return to the school for assistance.

### **ALCOHOL, TOBACCO, and OTHER DRUGS (ATOD) POLICY**

It is a primary objective of the Lake Local Schools to assure that the education of all shall proceed in an efficient, orderly, and non-disruptive manner. The sale, use, or possession of intoxicants, tobacco, illegal drugs, other controlled substances, on school premises is an obstacle to that objective and an interference with the rights of students to receive quality academic instruction. While student drug education will continue to be made available, such measures should be viewed as instructional or rehabilitative and will not ordinarily be considered as an alternative to the disciplinary measures specified in this document.

The Lake Board of Education recognizes that chemical dependency, including alcoholism and addiction to tobacco, is a treatable health problem. The Board realizes that chemical abuse is not isolated to any given segment of society or age group. Based upon this understanding, the Board extends its concern to both students

and employees associated with the Lake Local Schools.

**Statement of Policy Regarding Students**

Students of the Lake Local School District shall not knowingly possess, use, sell, give, acquire, attempt to acquire, or otherwise transmit, or be under the influence of alcohol, tobacco, or other drugs of any kind, the possession of which is prohibited by law. This includes narcotic or hallucinogenic drugs, anabolic steroids, or intoxicants of any kind, including alcohol. It also encompasses all uses of tobacco, including snuff or chewing tobacco, cigars, cigarettes, pipes, electronic cigarettes or any other substances containing tobacco.

Narcotics and drugs are defined as any narcotic, drug, medicine or pill, chemical preparation, plant, seed, or derivative thereof, of a hallucinogen, barbiturate or amphetamine nature. The use of the same is strictly prohibited. Possession of the same for personal use shall not constitute a violation if it can be shown that the same has actually been prescribed by a duly licensed physician. This policy also applies to counterfeit drugs, commonly called Look-alikes, i.e., no student shall knowingly possess, make, sell, and offer to sell, give, package, or deliver a counterfeit (look-alike) substance. Alcohol, tobacco and/or other drugs, as defined above, may not be used:

1. on or in close proximity to any property owned, leased by or under the control of the Lake Board of Education, including vehicles used for the transportation of students;
2. on any public or private property during normal school hours including recess, lunch and class changes, or
3. at any school sponsored or sanctioned activity or event away from or within the school district.

**A. Drug Paraphernalia**

Drug paraphernalia or instruments such as pipes, roach clips, syringes, hypodermic needles, cocaine spoons or kits, and any other items normally or actually used for the packaging, conveyance, dispensation, or use of drugs will not be permitted on any school property and will be subject to confiscation.

**B. Do Drug Messages**

Any article of apparel that contains do-drug messages will not be permissible to wear to school or any school related function.

**C. Breathalyzers**

Personal digital Breathalyzer may be used during school or school activities to identify students under the influence of alcohol.

**D. Locker and Personal Searches**

If the school official has reason to believe that intoxicants, tobacco, illegal drugs or potentially harmful substances or drug paraphernalia or instruments are concealed in a school locker of a student, the following shall apply:

**1. Locker Search:** When the possession of illegal or dangerous items is suspected, a school locker may be searched (see Board Policy JFG-R for procedures). When students are found in possession of intoxicants, tobacco, illegal drugs or potentially harmful substances, or drug paraphernalia and/or instruments, the student will be removed from classes for that day and the parent(s) of the student will be notified immediately. The student and parent(s) will meet with appropriate school officials for a conference and disciplinary action.

**2. Personal Searches:** When the possession of illegal or dangerous items is suspected to be on a student's person, the school official will ask the student to reveal the item suspected to be on his/her person. If the student refuses to reveal the suspected item, the school official shall call the police to investigate.

### **E. Student Responsibilities**

All students are to be responsible for understanding the Lake ATOD policy and the counseling services available to them. This information will be included in middle school and high school handbooks which will be given to every student at the beginning of each school year. Students who voluntarily request assistance or counseling in situations where no offense, as specified in this policy, has been detected will not be deemed to be in violation of school policy based on information divulged. In situations where an offense of this policy has been detected by school officials, violation of school policy will not necessarily be excused on the basis that the student has requested counseling.

### **F. Staff Responsibilities**

Staff in the Lake Local School District will be made aware of their responsibilities for educating, counseling, and reporting all cases of ATOD use to the appropriate school administrators. Staff members will report to the building administrators alleged possession, use or selling of alcohol, tobacco, drugs, and/or drug paraphernalia or instruments. Staff will be provided with information and procedures to allow them to fulfill their responsibilities.

### **G. Responsibilities of School Administrators**

It is the responsibility of the school administrators to inform students, staff, and parents concerning the ATOD abuse policy of this school district. The student handbook will include standards of conduct and a statement of disciplinary sanctions required. Compliance with the standard of conduct is mandatory. Notice of penalties will be provided to students, parents, and/or guardians, and staff members.

The coordinator of substance abuse education will maintain updated information about ATOD counseling and

rehabilitation and reentry programs that are available to students. This information will be made readily available to students, staff and parents.

Except as between the persons directly involved in the students education and except as otherwise provided herein, all matters concerning reports of alcohol, tobacco, or drug abuse shall be and remain confidential.

### **When a school administrator has reason to believe that a student is in violation of the ATOD policy, the following action shall be taken:**

1. The student shall be brought to the school administrator and informed of the alleged offense, the evidence to support the allegations and the disciplinary penalty which may apply.
2. If the student is in need of medical attention, the proper authorities and/or medical emergency squad shall be notified to render medical attention.
3. Only in the case of medical emergency and inability to notify parents will the person on the students emergency call list be notified.
4. School administrators shall cooperate fully with law enforcement agencies and report to them any information that would be considered beneficial in their efforts to stem the use of alcohol, tobacco and other drugs.
5. Notification of police shall be in accordance with the provisions under each offense. If reported, a written record shall be made of the incident to police. The police, at their discretion, may conduct an investigation.

### **Disciplinary Procedures**

The actions set forth below shall be considered routine disciplinary measures for each category and occurrence of offense and shall be administered in accordance with the policies and regulations of the Lake Local Schools. By routine disciplinary measures, it is

intended that the penalties delineated below shall be considered the standard penalty to be imposed for the offenses described. In incidents where extreme violations occur, the specified actions may be waived by the school administrator in favor of stronger measures such as longer suspensions (not to exceed ten (10) days), expulsion, or other appropriate measures. Similarly, the school administrator, may, at the hearing, consider matters in mitigation of the routine disciplinary measures. School administrators will see that disciplinary sanctions are consistently enforced.

**Procedures listed below shall apply to any student found to be:**

**A. In possession of tobacco, tobacco products, e-cigarettes, or products associated with e-cigarettes will be suspended out of school for five (5) days, which may be reduced to no less than three (3) days if the following occur:**

1. the student proceeds to be evaluated by a chemical dependency professional at the expense of a parent/guardian; and
2. the student agrees to follow any appropriate treatment, which may include but not be limited to required attendance at Insight Class and/or support groups, and
3. the professional satisfactorily notifies the Assistant Principal of the foregoing.

**B. In possession, or under the influence of, any quantities of intoxicants, illegal drugs, or look-alike drugs as described in this policy.**

**1. First Offense:**

- a. Parents shall be contacted and the student may be removed from school for the remainder of the school day.
- b. Consultation with parent(s) and the student emphasizing available counseling service and disciplinary action will be conducted.

c. The police shall be notified of the incident and, at their discretion, may conduct an investigation.

d. Disciplinary Action -The Associate ~~Assistant~~ Principal shall suspend the student for ten (10) days in compliance with all requirements of law, which suspension may be reduced to no less than five (5) days if the following occur:

- e. the student proceeds to be evaluated by a chemical dependency professional at the expense of a parent/guardian; and
- f. the student agrees to follow any appropriate treatment, which may include but not be limited to required attendance at Insight Class and/or support groups, and
- g. he professional satisfactorily notifies the Principal of the foregoing.

**2. Second Offense:** The Principal may suspend the student for ten (10) days in compliance with all requirements of law, which suspension may be reduced to no less than seven (7) days if deemed necessary by the principal or designee.

**3. Third Offense:** The Principal may suspend the student for ten (10) days and recommend the student be expelled.

**C. Selling, Supplying or Transmitting:**

A first incident of selling, supplying or transmitting any quantity of intoxicants, tobacco, illegal drugs, or look-alike drugs shall be treated as a third offense, in terms of suspension/expulsion. A student will not, during any curricular or extracurricular school activity, possess, use, transmit, conceal or be under the influence of or show any signs of having consumed any alcohol beverage, dangerous drug, narcotic or any substance that causes physical or mental change. All staff members in the Lake Local School District shall be informed of their responsibility for reporting and liability for not reporting all information and administrative procedures necessary to fulfill their responsibilities.

Administrators shall follow the above-listed procedures and adhere to all requirements of law in suspending and expelling students. Administrators with knowledge that a violation has been or is being committed shall report such information to law enforcement officials. In order to protect the health and safety of its students and other individuals, the Lake Local School District reserves the right to file complaints in Stark County Juvenile court regarding any violation of this regulation.

### **MEDICATIONS**

#### **IMMUNIZATION/VACCINATION**

In order to receive medications at school, students must have the proper medication authorization forms completed. Students who receive prescription medications must have the Prescription Medication Request Form completed and signed by the student's physician and parent/guardian. Students who are to receive nonprescription (over-the-counter medications) must have the Over-the-Counter Medication Request Form completed and signed by the parent/guardian.

No medications, prescription or nonprescription, will be given to students by school personnel without the parent's/guardian's written permission. The parent/guardian must notify the school if there is any change in the medication instructions.

All medications, including topical ointments must be provided by the parent/guardian and be in the original container labeled with the students name and dosing instructions. It is advised that the medication form and medication be brought to the school by the parent/guardian.

It is the responsibility of the parent/guardian to retrieve any remaining medication at the end of the administration period (or school year). Any unclaimed

medication will be disposed of prior to the next school year.

#### **IMMUNIZATION/VACCINATION**

According to state law, Ohio Revised Code section 3313.671, students who do not have immunization /vaccination documentation or alternative requirements according to on file will not be permitted to attend school.

#### **ILLNESS AT SCHOOL**

All students must have an Emergency Medical Authorization Form on file with the school. This information is to be updated by the parents/guardians as changes occur.

The staff at the Middle School is limited to first-aid and emergency care of students. The clinic is available for students who are ill and waiting to go home or students whose parents cannot be reached. Students must inform their teacher when they are ill or hurt. All students must have staff permission to go to the clinic.

Any student who needs to be excused from class activities must have a note from his/her parent/guardian or his/her physician. The principal may grant the request for a period up to three days. If a longer period is needed, a physician's statement is REQUIRED.

#### **LAKE MIDDLE SCHOOL CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES REGULATIONS**

The most important goal of the Lake Local Schools' activities program is to provide every participant the opportunity to grow mentally, morally, physically and emotionally. To assure that the programs can provide these opportunities, self-discipline is required by each participant. Self-discipline involves compliance with rules and regulations concerning personal behavior.

## **PARTICIPATION**

Participation in co-curricular and extra-curricular activities in the Lake Schools is to be considered a PRIVILEGE and not a RIGHT. A code of conduct has been established for all co-curricular and extra-curricular activities. Included, but not limited to, are all clubs, class organizations, athletic programs, academic competitions, honors programs, intramural sports, music programs, student government and awards programs. A signed contract must be on file before a student may participate in any co-curricular and/or extra-curricular activities. Students in grades 6-8 who choose to participate in any co-curricular and/or extra-curricular activity must sign the contract before participation begins. If a violation occurs that affects the student conduct rules which are published in the Lake Middle

School student handbook, then consequences shall apply. Students must be in attendance the entire day in order to participate in any co-curricular/extra-curricular activity. Absence for medical or school related circumstances should be verified by official documentation. Any additional exceptions must be approved by a building administrator.

### **Co-Curricular/Extra-Curricular Activities**

Student Council	Office Aides
LMS Press Staff	Jr. Service Club
Media Aides	Math Team
Ski Club	Drama Club
Band	Orchestra
Choir	Book Club
Academic Challenge	Genius Club
8 <sup>th</sup> PA Student Announcers	
7 <sup>th</sup> & 8 <sup>th</sup> Power of the Pen	
Science and Engineering Club	
6 <sup>th</sup> Author's Club	
7 <sup>th</sup> Harry Potter Club	
Fellowship of Christian Students	

\*\*Students will be notified by announcements, signs, or flyers.

### **Boys Sports**

8th Grade Football  
7th & 8th Wrestling  
7th & 8th X-Country  
7th & 8th Basketball  
7th & 8th Track & Field

### **Girls Sports**

7th & 8th Volleyball  
7th & 8th X-Country  
7th & 8th Basketball  
Mat Stat for Wrestling  
7th & 8th Cheerleading  
7th & 8th Grade Track & Field

## **Where do we play?**

### **Sports Locations:**

**8<sup>th</sup> football:** Lake Youth Stadium, 225 Lincoln Street, Hartville 44632

**Volleyball:** Lake MS, 12001 N. Market Ave, Hartville 44632, enter door # 19

**Boys and Girls 7-8 basketball:** Lake Elem gym, 225 Lincoln St., Hartville 44632, door #6

**Wrestling Events:** Lake HS Complex, 11936 King Church Ave, Uniontown 44685, enter door #5 on the west side of the complex off of King Church Street

**Track:** Lake Blue Streak Varsity Stadium, 11858 North Market Ave, Hartville 44632

**\*\*All Athletic Schedules are available at [www.lakelocal.org](http://www.lakelocal.org) or in the High School Athletic Office 330-877-4288**

**\*\*Also check the Tandem Calendar on the LMS website for daily events/practices.**