

# **LAKE MIDDLE SCHOOL**

## **ADMINISTRATION**

Mr. Brian Reed – Principal  
Mrs. Julie Lyberger - Assistant Principal

## **COUNSELORS**

Mrs. Wendy Stephens – Grade 6  
Mrs. Jessica McLouth – Grade 7  
Mr. Mark Sommers – Grade 8

## **SECRETARIES**

Mrs. Mary Colella – Main Office  
Mrs. Diane Garro – Main Office  
Mrs. Mary Conti – Guidance

Main Office Phone: (330) 877-4290  
[www.lakelocal.org](http://www.lakelocal.org)

*Lake Local School's Mission: Providing Education to Achieve Success.  
Vision: To be the best organization for learning.*

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## 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

### **LMS 2011-12 BELL SCHEDULE**

7:19	Warning Bell
7:20 -Tardy	
7:20 - 7:38	H.R.
7:40 - 8:30	1 <sup>st</sup>
8:33 - 9:23	2 <sup>nd</sup>
9:26 - 10:16	3 <sup>rd</sup>
10:19 - 10:32	<b>4a</b> Lunch 8 <sup>th</sup>
10:35 - 10:49	<b>4b</b> Lunch 8 <sup>th</sup>
10:52 - 11:10	4c
11:13 - 11:26	<b>4d</b> Lunch 6 <sup>th</sup>
11:29 - 11:43	<b>5a</b> Lunch 6 <sup>th</sup>
11:46 - 12:04	5b
12:07 - 12:20	<b>5c</b> Lunch 7 <sup>th</sup>
12:23 - 12:37	<b>5d</b> Lunch 7 <sup>th</sup>
12:40 - 1:30	6 <sup>th</sup>
1:33 - 2:25	7 <sup>th</sup>

## TWO-HOUR DELAY CLASS 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
4A	8 <sup>th</sup> Grade Lunch 11:04 – 11:33
	4 <sup>th</sup> per. 6 <sup>th</sup> & 7 <sup>th</sup> grade 11:04-11:33
4D	6 <sup>th</sup> Grade Lunch 11:36-12:05
	4 <sup>th</sup> per. 8 <sup>th</sup> grade 11:36-12:05
	5 <sup>th</sup> per. 7 <sup>th</sup> grade 11:36-12:05
5C	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 – 2:25

## LAKE MIDDLE SCHOOL CALENDAR 2011-2012 SCHOOL YEAR

### AUGUST

22	Teacher Day
23	Teacher Day
24	First Day of School for Students (1st-12th)

### SEPTEMBER

2	No School Staff/Students
5	Labor Day - No School

### OCTOBER

14	No School Staff/Students
28	End of First Nine Weeks

### NOVEMBER

24-25	Thanksgiving Break - No School
28	No School Staff/Students

### DECEMBER

22-31	Winter Break - No School
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### JANUARY

2	Winter Break – No School
12	End of Second Nine Weeks
13	Teacher Work Day – No School
16	Martin Luther King Day - No School

### FEBRUARY

20	President's Day - No School
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### MARCH

16	End of Third Nine Weeks
26-30	Spring Break – No School

### APRIL

6	Good Friday – No School
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### MAY

28	Memorial Day – No School
31	Last Day of School for Students

### JUNE

1	Teacher Work Day
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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).

### **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 75% of those subjects carried the preceding grading period in which the student was enrolled.

### **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.

### **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.

### **EMERGENCY SCHOOL CLOSING**

In case of any emergency school closing, radio stations WHBC 1480 AM or 94 FM and WAKR 1590 AM, will broadcast news

of the school closing. Local TV stations are also made aware of the school closings.

### **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**

The mission of the library media program is to provide students with the tools and training to be effective, efficient and ethical users of information, to develop skills for lifelong learning and to promote independent reading.

**Hours:** 7:10 a.m. to 3:30 p.m.

**Online:** <http://lmc.lake.stark.k12.oh.us>

- use link on LMC home page to see usernames and passwords for databases

#### **Use of LMC:**

- before or after school (please sign in)

- from study hall with research pass from a teacher
- with temporary book pass from study hall
- from class with pass from teacher

#### **Material circulation:**

- maximum of three items out at one time
- four week check out period for most items
- must bring item to LMC to renew
- magazines checked out for one week

#### **Computer usage:**

- only for school work and student must follow Acceptable Use Policy
- research pass required during school

#### **Overdue books:**

- no checkouts if you have overdue books
- detentions given for failure to return items
- payment required for lost or damaged item

#### **Behavior expectations:**

- be busy with your own work and do not distract any other LMC user

#### **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 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. Your locker 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.

## **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.

## 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.

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. Fighting, Physical Contact, and/or Threat:** A student shall not by words, acts, or deeds threaten to commit, or have committed, acts of violence or 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 or be under the influence of or show any signs of having consumed any of the following: alcoholic beverage, dangerous drug, narcotic, look-alikes, 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:** Students will not be permitted to use or possess tobacco / tobacco products in school buildings, on school grounds or at any school related activity.

**6. Profanity and/or Obscenity:** 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]**

\*\* 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 when his 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:** A student will not use or attempt to use false identification or information to mislead school personnel.

**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 prohibited and will result in a zero (no credit, no points) being recorded for the article of work involved and additional penalty may also be given.

**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...

**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. Persistent and/ or Expanded Misbehavior:** For persistent and/ or expanded 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. These items will be confiscated (generally, up to a period of five days for the first offense). 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. Cell phones 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 10.

**26. Other:** Failure to abide by other rules that may be established from time to time by the board, superintendent, or principal.

#### **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. Running shorts, boxer shorts, biking shorts, pajama tops or bottoms, or cutoffs are not acceptable.
- Clothing that exposes the midriff and shoulder is not permitted.
- Clothing exhibiting words, logos, symbols, trademarks, or other references to alcohol, drugs, sex (and sexual innuendos), violence, profanity, cults, Satanism, or death is prohibited (such as skulls).
- 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.
- **No facial jewelry is permitted.**
- All chains are prohibited.
- Any form of dress or hair-style which is considered contrary to good hygiene or which is distracting or disruptive to the purpose of education will not be permitted. Hair that covers one's eyes or unnatural colored hair is prohibited.
- **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 first thing in the morning. They may call and simply report this to the school secretary.
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.

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

If a student arrives late to school, for whatever 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 AND SCHOOL**

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 is unexcused. Each three tardies (3rd, 6th, etc.) count as one (1) class absence. 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 ten (10) or more tardies will be assigned an Alternative School. Medical excuses with a note from a Physician shall not be counted toward the student receiving detentions.

### **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. Students must be accompanied by parent or guardian for the vacation policy.

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.

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.

#### **SECURITY CAMERA USE**

Surveillance cameras may be in use on these premises and buses to aid in providing a safe learning environment. These images may be

used for student discipline and criminal complaint purposes.

#### **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.**

#### **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 "moonied"
- 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

**Non verbal 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.).

\*\* 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:** The best thing to do is to say that you are uncomfortable with the behavior and ask that it stop. If the behavior does not stop, then further action should be sought through the school guidance department, teacher or school administrator.

#### **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 action such as hitting or spitting on a fellow student, staff member, or other person associated with the District.

### **CYBER-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 an incident occurs or was thought to have occurred (having been reported to school personnel) 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 generally for 30 – 60 minutes. Each student is to have sufficient materials and books to study for the detention period, and is to cooperate with the detention supervisor.

### **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.

### **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**

While on school grounds or at school activities students shall not at any time possess, use, sell, offer to sell, deliver, conceal, consume, or be under the influence of any counterfeit drugs of abuse. Counterfeit drugs of abuse include any substances that are directly or indirectly presented to be a drug of abuse. Participants shall not at any time possess, use, sell, offer to sell, deliver, or conceal any instruments or paraphernalia for use with drugs of abuse.

A. Procedures listed below shall apply to any student found to be under the influence, or possessing any quantities of intoxicants, tobacco, illegal drugs, or look-alike drugs as described in this policy.

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 may be notified of the incident and, at their discretion, may conduct an investigation.
- d. Disciplinary Action: The principal shall suspend for five (5) days in compliance with all requirements of law, which suspension 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 and/or
  - 2) the student agrees to follow any appropriate treatment, which may include but not be limited to required attendance at support groups, and/or
  - 3) the professional satisfactorily notifies the principal of the foregoing.

Second Offense:

The principal will 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 the following occur:

- a. the student is evaluated by a chemical dependency professional
- b. the student is receiving any appropriate treatment, which may include but not be limited to support groups and insight class.
- c. and the professional satisfactorily notifies the principal of the foregoing.

Third Offense:

a. The principal will suspend the student for ten (10) days and recommend the student be expelled. To avoid expulsion the student must be referred to an alcohol/drug program for the purpose of arranging a treatment plan. The student will be placed in a Support group in conjunction with the treatment plan for the remainder of his/her high school career.

b. Selling, Supplying or Transmitting; A first incident of selling supplying or transmitting any quantity of intoxicants, illegal drugs, or look-alike drugs shall be treated as a third offense, in terms of suspension and expulsions.

NOTE: In incidents where extreme violations occur, the specified actions may be waived by the school administrator in favor of stronger measures such as longer suspension (not to exceed 10 days), expulsion, or other appropriate measures.

### MEDICATION

It is the policy of Lake Local Schools that medication shall not be given to a child unless a release form has been signed by the parent or guardian and the prescribing physician.

Prescription medicine containers must be properly labeled with the pharmacy

prescription which shows the date, name of child, name of medication, amount to be given, duration of prescription and the name of the prescribing physician. (Possible side effects should be noted along with the physician's phone number.)

For a temporary condition that requires nonprescription medication, the parent or guardian must provide written permission informing the principal of the following: name of medication, time to be taken, duration, dosage, why it is needed and phone number. All medication, prescribed and non-prescribed must be in original containers. **Failure to follow the above guidelines concerning medications may result in a violation of our ATOD Policy.**

### MEDICAL

The staff at the Middle School is limited to first-aid and emergency care of students. Absolutely no medication, prescription or nonprescription, shall be given to students by school personnel without the parent's written permission. The student is requested to pick up a permission form from the Main Office and return it to them with the proper instructions and signatures of the parents.

The clinic is available for students who are ill and waiting to go home or students whose parents cannot be reached. Any other student use of the clinic must be by staff permission. It is very important for students to inform their teacher when they are ill or hurt.

Any student who needs to be excused from class activities must have a note from his/her parent/guardian or his/her doctor. The principal may grant the request for a period up to three days: any longer period MUST be by physician's statement.

**\*An Emergency Medical Authorization Form MUST BE on file with the school.**

**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 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  
LMS Press Staff  
TV & PA Student Announcers  
Office Aides  
Media Aides  
7/8 Power of the Pen  
Ski Club  
Drama Club  
Jr. Service Club  
Orchestra  
6th, 7th, 8th Grade Band  
6th, 7th, 8th Grade Choir

**Boys Sports**

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

**Girls Sports**

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

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