

## **RULES & STUDENT CONDUCT**

### **ATTENDANCE & PUNCTUALITY**

**Perfect Attendance** - To achieve perfect attendance, a student must have recorded no absences or tardies for the entire school year. Absence for religious holidays will not count against a child striving for perfect attendance.

**Tardiness** – A student is considered tardy if he or she arrives within two hours after the beginning school bell. If the student reports more than two hours after school begins or leaves more than two hours before school closes, a half-day absence will be recorded. When a student is tardy or leaves early, the student must report to the office.

**Reporting Absences** – To comply with Ohio law, Lake policy requires that parents/guardians notify the school before 10:00 AM on the day their child is absent unless previous notification has been given. When students return to school they must have a note from home or a doctor's excuse.

### **Excessive Absences**

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

1. A phone call will be made to the parent to confirm reasons for absences.
2. A follow up letter will be mailed to the parent for any further absences without a doctor excuse. If excessive absences should still persist a conference shall be requested with the parent and student.
3. If steps one and two do not correct the attendance problem, a LEGAL NOTICE will be sent to the parent and a formal complaint will be filed in the Stark County Juvenile Court.

### **EARLY DISMISSALS**

Early dismissal for other than very important reasons should be kept to a minimum. Students must have a note from home stating the time of dismissal. For safety reasons, parents or other adults who pick up students must report to the office—not to the classroom—and must be prepared to show identification.

### **VACATION POLICY**

The Board of Education does not encourage students being excused from school for vacations or non-emergency trips out of the District. The responsibility for taking a student out of school for a vacation or non-emergency trip 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 s/he is absent. Non-compliance with policy will result in an unexcused absence for the student. A student who is absent for a vacation or trip 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.

### **CHILD CUSTODY ORDERS**

In situations of divorce, alimony, annulment or dissolution of a marriage; the custodial parent must provide the school office with certified copies of any court orders relating to the legal custody of a student, including those modifying an existing custody order or decree.

The school will mail grade cards and interims to non-custodial parents at the custodial parents request. Please notify the office of the custody arrangements and provide the office with an address.

## **STUDENT CONDUCT**

Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. The students of the Lake School District will conform with school regulations and accept directions from authorized school personnel. Lake Local has adopted a zero tolerance policy. Serious violations of school rules will not be allowed. The student may be given a suspension or expulsion from school when deemed necessary by the principal.

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, alternative school, suspension, emergency removal from class or school, referral to law enforcement agencies/courts, and/or expulsion. These same consequences may also be applied if any violation of these rules is directed at a district official, teacher, employee, or their property regardless of where it occurs. These rules are not meant to be all-inclusive; a building administrator may use other options if they are deemed more appropriate.

1. **Disruption of 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 extra-curricular activities.
2. **Destruction of School 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, Assault and/or Threat:** A student will not physically attack or threaten to attack any person.
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 alcoholic beverage, dangerous drug, narcotic or any substance that causes physical or mental change.

\* Whenever a student is suspended or expelled from school in accordance with O.R.C. 3313.66 for the use of possession of alcohol or drugs, the Superintendent is required to notify the Superintendent of the county system. The county Superintendent or his designee, may then report such suspension or expulsion to the Bureau of Motor Vehicles and the juvenile court, resulting in the loss of driving privileges.

5. **Smoking/Tobacco:** Students will not be permitted to smoke in school buildings, on school grounds or at any school-related activity.
6. **Profanity or Obscenity:** A student will not, by written, verbal, gestural or any other means annoy or humiliate others or disrupt the education process by using profanity or obscenity.
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;
  - B. causes disruption or directly interferes with the educational process (refer to student dress code).
10. **Theft:** A student will not take or attempt to take into 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 express 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/her presence may cause disruption of any activity, function or the educational process.
14. **False Identification:** A student will not use or attempt to use false identification 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 at 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. **Cheating:** 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 on school premises.
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 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 Electronic Devices and Communication Devices:** Cell phone, iPods, MP3 Players, Nintendo DS, Sony PSP, and other electronic devices are not permitted for use in school without teacher approval for curriculum use or special event.
24. **Dangerous Weapons:** Students are prohibited from acquiring, using, carrying, possessing, or having control of dangerous ordinances 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 dangerous ordinance shall include but not be limited to: deadly weapons, hand gun, explosive device, ballistic knife, imitation weapon, laser pointers, straight razors, noxious irritant or poisonous gases (mace, etc.) poisons, firearm, zip-gun, incendiary device, stun gun, any type of 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.
25. **Sexual Harassment:** Students will not exhibit unwanted attention of a sexual nature toward another individual.
26. **Bullying and Other Forms of Aggressive Behavior:** 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 that it creates an intimidating, threatening or abusive educational environment for the other student.

Any student who believes that he/she has been a victim of harassment, intimidation, or bullying as defined above should report the incident(s) to the building principal, counselor or teacher. If a report is made to a teacher, the teacher shall promptly notify the building principal. A reporting form is attached herein. A report may also be made by a teacher, parent student or other individual.

- 27. Other:** Failure to abide by other rules that may be established from time to time by the Board, Superintendent, or Principal.

### **STUDENT DRESS CODE**

The matter of dress and appearance is the right and responsibility of parents, within the limits of the guidelines as follows:

1. Dress and appearance of students is to be governed by the standards of cleanliness, neatness, health, safety, appropriateness and decency. Clothing exhibiting words, logos, symbols, trademarks, or other references to alcohol, drugs, sex, violence, profanity or death are prohibited.
2. All clothing is to be neat, clean, in good condition, and should be worn appropriately. Torn clothing or clothing with holes is not permitted.
3. The quality of student dress and appearance provides the framework for a positive educational attitude conducive to maximum learning. From time to time, Student Council sponsors "Spirit Weeks" designed to motivate and generate enthusiasm within the student body. On these days, beach wear (i.e. shorts, etc.), sunglasses or hats might be acceptable as appropriate dress.
4. Styles that expose the midriff are not permitted. Pants are to be worn at the waist and be heel top length. Shorts must be fingertip length. Running shorts, boxer shorts (spandex), athletic shorts, or cutoffs are not acceptable.
5. No facial jewelry shall be worn.
6. All chains, with the exception of standard jewelry, are prohibited, including large ball chains and chains with hemp.
7. Coats, hats and other head dresses are not permitted to be worn in the school/classroom.
8. Any form of hair style or color which is distractive or disruptive to the purpose of education will not be permitted.
9. Socks must be worn with sandals.
10. No tank tops are permitted.

### **INSURANCE**

School insurance is available at the beginning of the school year for a nominal fee. Parents should check the protection features before purchasing. Note that school insurance will not cover any claim that is covered by other insurance which the family may have.

### **MEDICATION**

In accordance with Board of Education policy, medication may be administered to students only after written authorization from the parent has been received by the school office. The "Physician's Order for Prescribed Medication" form must be completed by the parent and the physician, witnessed, and returned to school before any medications can be administered while at school. All medications must be brought to school by the parent. Forms are available in the school office.

## **HEALTH**

When an accident or sudden illness occurs at school, necessary first aid will be administered. If, conditions warrant, the parents will be notified. If the parent(s) cannot be reached, the emergency form on file will be used to contact the person(s) designated by the parents.

Please do not send your child to school if he or she has a fever or has vomited prior to school or during the previous night. Communicable diseases should be reported to the school as soon as they are diagnosed and the child should remain home from school until all symptoms have disappeared or until a written release from a doctor is submitted.

All students must have up-to-date immunization records on file in the school office. Required immunizations are: 4 DPT, 3 polio, 2 measles/mumps/rubella, and 3 hepatitis B.

## **OUTDOOR ACTIVITIES**

Outdoor Recess and Physical Education – If weather permits students will go outside for recess for exercise and fresh air. All students should come to school dressed appropriately for the weather, including warm coat, hat, mittens, boots and slacks for girls. Tennis shoes are not appropriate for outdoor play during winter weather.

Physical education is one of the regular subjects taught in elementary school. Students are required to have gym shoes to participate. The gym shoes should be worn only in physical education classes.

If a student is unable to participate in outdoor recess or in physical education class, a note from the parent is required. For excuses of more than five days, a physician's statement is required.

## **PERSONAL & SCHOOL PROPERTY**

Personal Property – Students are discouraged from bringing to school excess money, valuables such as IPODs, PSP, Nintendo DS, MP3 players or expensive personal items. The school is not responsible for lost or broken articles.

Care of School Property – Each student is expected to assume responsibility for the care and cleanliness of the school. If there is damage to school property or equipment (textbooks, computer equipment, buses, etc.) the offenders will assume the total cost for repair or replacement.

## **BUS REGULATIONS**

Riding a school bus is a privilege which can be removed if students do not behave properly on the bus. To insure student safety, students should board the bus immediately after school dismissal, and should follow the instructions of the bus driver at all times.

## **LOST AND FOUND**

Items which are lost and found should be returned to the main office. Each month unclaimed items will be discarded or given to a charitable organization.

## **FIRE AND TORNADO DRILLS**

Fire and tornado drills will be held several times during the year on an average of once a month in accordance with the General Code of Ohio. We stress order as well as speed during the drills. Teachers and students receive instructions as to the route and manner of exit from the building or positions to take during a tornado.

## **LUNCH PROGRAM**

Children may either buy their lunches each day or may bring their lunch and buy milk. **NO CHARGES ARE ALLOWED.** A lunch ticket, paying for ten lunches, may be purchased. Families who cannot afford to pay for their children's lunch may apply for free or reduced price lunches. Application forms are sent home the first week of school, or may be requested later in the year from the principal's office.

## **EMERGENCY CLOSINGS**

Emergency School Closings – In case of any emergency school closing, radio stations WHBC (1480 AM OR 94 FM) or WAKR (1590 AM) will broadcast news of the school closing. Local TV stations are also made aware of closings.

## **PARENT CONFERENCES**

Parent/Teacher conferences are scheduled twice a year. Parents who wish to confer with a teacher or a team of teachers should call the school to set an appointment at other times of the year. These conferences foster better understanding and cooperation between the school and the home. We welcome the opportunity to talk with parents as necessary regarding student problems.

## **SCHOOL VISITATIONS**

Parents and other visitors are most welcome in our school. All persons visiting our school are requested to come to the office before going to any other part of the building. This is a safety precaution so that we may know who is in the building. It is also helpful so that classes may proceed without interruptions. Office personnel will deliver items to your child and take care of phone messages at a time that causes the least disruption to the class.

## **TAKE YOUR CHILD TO WORK DAY**

Lake Elementary recognizes the educational significance of *Take Your Child to Work Day* as a learning experience for both parent and child. However, we urge people to conduct such days during times school is not in session. Please utilize days during spring break or summer to take your child to work in lieu of days when school is in session.

## **PARENT TEACHER ORGANIZATION**

Lake Elementary School has an active parent organization which provides valuable service and support to the school. Parents are encouraged to become active members. There are many different opportunities for parents to volunteer in the schools.

## **PARENT COMMUNICATION**

Parent Communication on School Issues – It is reasonable to expect that parents may occasionally have inquiries, complaints or concerns. Such concerns can best be addressed if taken initially to those persons closest to the problem. This normally means talking the matter over with the teacher first. The vast majority of problems can be resolved at this level. However, if after talking to the teacher, the parent wants to carry the concern to the building principal, the parents should call the principal's office, advise him or her of the situation, and arrange an appointment to further discuss the matter.

## **STUDENT PROGRESS**

Records – The school keeps a permanent record folder, a health card, attendance information, and other records for each student. These records contain important academic and personal information. It is important that the school has a record of special chronic illnesses, anticipated medical problems, and instructions for dealing with them. The school also must be informed of changes in addresses and phone numbers.

Grading – Report cards are issued at the end of each nine weeks for students. To keep families informed of concerns about students' progress between report cards, interim reports are issued. There is one regularly scheduled parent/teacher conference day each semester; however, conferences to discuss students' progress or concerns may be requested by either the school or the parent at any time.

Testing – Standardized tests and achievement tests, as required by Ohio law, are given to Lake students at specified grade levels. These tests also enable the school staff to monitor student progress and to help strengthen the curriculum. These tests are only one indicator of student progress and great care must be taken in their interpretation.

## **PROMOTION & RETENTION**

The promotion of each student in the Lake School District will be determined individually. The decision to promote a student or to retain a student in a grade will be made on the basis of the following factors which the teacher and parent will take into consideration: mental ability; academic achievement levels; age; physical maturity; emotional and social situation; home conditions and grade level. Promotion procedures demand continuous analysis and study of the cumulative student case records.

