

# **PARENT/STUDENT HANDBOOK**

**LINCOLNVIEW ELEMENTARY SCHOOL  
LINCOLNVIEW LOCAL SCHOOL DISTRICT  
15945 MIDDLE POINT ROAD  
VAN WERT, OHIO 45891**

**Telephone (419) 968-2351**

SCHOOL YEAR 2023-2024  
Mr. Jeff Snyder, Superintendent  
Mrs. Nita Meyer, Elementary Principal

Vision Statement:

Creating Community. Expecting Excellence. Shaping Lives.

Mission Statement:

Through innovative educational programming and with community support, we foster an inclusive environment that promotes pride and expects excellence, resulting in well-rounded students who find purpose and success.

Adopted May 2023

# **Student/Family Handbook**

## **Lincolnview Elementary School**

Families and Students,

Welcome to Lincolnview Elementary! The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe learning environment for students, staff, parents, family members, and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities, expectations, and consequences for misbehavior.

Families are encouraged to review and discuss the information in this handbook with their children. Teachers will also review this Handbook with students at the beginning of the school year.

Thank you for taking the time to become familiar with the important information in this handbook. If you have any questions, please contact the principal's office at (419)968-2351.

Mrs. Nita Meyer, Elementary Principal  
Mrs. Tonia Verville, School Counselor  
Mrs. Sabrina Frey, Secretary  
Mrs. Cindy DuVall, Transportation

## **Lincolnview Local Schools**

### **Board of Education**

The Board of Education is the policy making body of the school district. The policies which it establishes are executed by the administration and staff of the district. Policy decisions of the Board are duplicated in the Board Policy Book, copies of which are available to each staff member of the district. Questions concerning "what is policy" are best answered by reading the appropriate manual. For more information concerning the Lincolnview Local Schools Board of Education, visit our website: [www.lincolnview.k12.oh.us](http://www.lincolnview.k12.oh.us)

Board Members: Michelle Gorman, Lori Snyder, Eric Germann, Mark Zielke, and Brad Coil  
Board Appointed: Mr. Jeff Snyder, Superintendent (CEO) and Mrs. Kaitlyn Edelbrock, Treasurer (CFO)



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**LINCOLNVIEW ELEMENTARY SCHOOL**  
**FACULTY/STAFF – 2023-2024 (Phone: 419-968-2351)**

**Principal**

Mrs. Nita Meyer - 3209

**Kindergarten**

Mrs. Nicole Early – 2107  
Mrs. Karla Bowersock - 2104  
Mrs. Kelsi Rode - 2109

**Grade 1**

Mrs. Andrea Cable-2140  
Mrs. Kristina Tow - 2126  
Mrs. Amanda Moreo - 2129

**Grade 2**

Mrs. Lianne Pohlman - 2121  
Mrs. Tonja Debell - 2115  
Mr. Brett Hammons - 2120

**Grade 3**

Mrs. Stephanie Kriegel - 2106  
Mrs. Elizabeth Gerdeman - 2110  
Mrs. Holle Calkins - 2136

**School Counselor**

Mrs. Tonia Verville – 3203

**Speech**

Mrs. Abigail Wyzlick - 2218

**Title Services**

Miss Amy Overholt - 2119

**Physical Education**

Mrs. Alison Hammons - 2117

**Librarian**

Mrs. Marcia Weldy – 2123

**Special Education Supervisor**

Mrs. Maria Clawson - 2240

**Health Coordinator (K-12)-2250**

Mrs. Paula Bowers - 2250

**Contact Information:** Listed above are the 4 number extensions for each staff member. You may also reach staff through email. Each staff member's email address is the first letter of their first name + their last name followed by @lvlanders.com (ex: jsnyder@lvlanders.com).

**Secretary**

Mrs. Sabrina Frey-3216  
Mrs. Cindy DuVall-3215

**Grade 4**

Mrs. Christina Wendel - 2128  
Mrs. Marla Kemler - 2130  
Mr. Matt Alessandrini - 2102

**Grade 5**

Mr. Brian Niemeyer- 2108  
Mrs. Hilary Arn - 2127  
Mrs. Tasha Breese- 2111

**Grade 6**

Mr. Matt Langdon - 2114  
Mr. Chad Kraner - 2112  
Mrs. Lindsey Litzenberg-2118

**Art**

Mrs. Melissa Stork - 2116

**Music**

Mrs. Lori Klausing (K-4 Vocal Music) - 2124  
Mrs. Stacie Korte (5-6 Vocal Music) - 2212  
Mr. Mike Archinal (5-6 Instrumental Music)-2201

**Intervention Specialist**

Mrs. Damaris Murphy (K-2) - 2101  
Mr. Zane Martin (3-4) - 2105  
Mrs. Chelsea Tietje (5-6) - 2125  
Miss Taylor Hughes (Resource K-6) - 2131  
Miss Erin Diem (Cross Categorical A) - 2253  
Miss Emilee Riley (Cross Categorical B) -2251

**School Psychologist**

Mrs. Cindy Lamb - 3219

**Gifted Education**

Mrs. Brenda Recker - 2122

**LINCOLNVIEW LOCAL SCHOOLS**  
**2023-2024 CALENDAR**

Monday	August 14	Faculty Work Day (10:00am- 5pm) – (No School) (Open House - 6:00 – 7:30pm)
Tuesday	August 15	Faculty In-Service – (Full Day) – (No School)
Wednesday	August 16	First Day for Students
Wednesday	August 30	Faculty In-Service – (Full Day) – (No School)
Thursday	August 31	Fair Day – (No School)
Friday	September 1	Fair Day – (No School)
Monday	September 4	Labor Day – (No School)
Tuesday	September 5	Fair Day – (No School)
Friday	September 15	Faculty In-Service – 2-hour delay
Wednesday	September 27	Parent Teacher Conferences (7-12) – (after school from 4:00– 5:45pm)
Monday	October 2	Faculty In-Service – (Full Day) – (No School)
Wednesday	November 1	Parent Teacher Conferences (K-12) - (Conferences after school from 3:30 to 8:00pm)
Thursday	November 2	Parent Teacher Conferences (K-12) – No School (Conferences from { 12pm – 8:00pm K-6} & {3:30pm – 8:00pm 7-12})
Friday	November 3	Faculty In-Service – (Full Day) – (No School)
Wednesday thru Friday	November 22-24	Thanksgiving Vacation – (No School)
Friday thru Tuesday	December 22 – Jan. 2	Christmas Vacation – (No School)
Wednesday	January 3	Classes Resume
Friday	January 12	Faculty In-Service – 2-hour delay
Monday	January 15	Martin Luther King Day – (No School)
Friday	February 16	Faculty In-Service – (Full Day) – (No School)
Monday	February 19	Presidents’ Day – (No School)
Wednesday	February 28	Parent Teacher Conferences (7-12) – (after school from 4:00 – 5:45pm)
Monday – Friday	March 11-15	Spring Break – (No School)
Thursday	March 28	Faculty In-Service – 2-hour delay
Friday	March 29	Good Friday – (No School)
Monday	April 8	Faculty In-Service – 2-hour delay
Thursday	May 23	Last Day for Students
Friday	May 24	Faculty Work Day

First Nine Weeks --- (August 16 thru October 13) -----	37 Days
Second Nine Weeks --- (October 16 thru December 21) -----	44 Days
Third Nine Weeks --- (January 3 thru March 8) -----	46 Days
Fourth Nine Weeks --- (March 18 thru May 23) -----	47 Days
(Includes: 5 Teacher In-Service Days, 2 Teacher Conference Days, & 2 Faculty Work Days) -----	<u>9 Days</u>

Total Days ----- 183 Days

**Graduation** --- May 19, 2024

**Calamity Days:** From first day of school until September 30<sup>th</sup> all calamity days will be a day with no instruction. However, after whichever occurs first, the occurrence of five (5) calamity days of missed school or October 1<sup>st</sup>, the school district will then implement “remote learning” school days and will continue to implement “remote learning” until the last day of school for all school cancellation days.

## **DAILY SCHEDULE**

The school day begins at 8:15 AM and ends at 3:08. Students are not permitted in the building prior to 7:50 AM unless they are a registered Latchkey student. Each student is assigned a full day of classes. The student shall report to the class area and the staff member in charge immediately upon being released to the classroom. Students are to report to each class with the necessary books, materials, etc. needed for the class. If the student leaves the class, they may do so only with the permission of the teacher in charge.

## **SCHOOL CLOSINGS AND DELAYS**

In the case of inclement weather, we may use a two hour delay in starting school. In the case of a two hour delay, school will begin exactly two hours after the regularly scheduled school day (10:15) and end at the regularly scheduled time. In addition, the elementary lunch schedule will be delayed exactly one hour.

Lincolnview families are encouraged to subscribe to text messaging and/or listen to the radio or television for updates on delays and cancellations. In general, the district starts with a 2-hour delay. Additional information is provided if conditions have not improved; in some cases a cancellation will be announced. On very rare occasions the district may cancel without delaying or announce a delay the evening before a scheduled school day.

In the event that the school system must be closed or delayed due to snow, fog, ice, or other calamity, an announcement will be made on the following radio and television stations whenever possible:

### **RADIO:**

WOWO 1190

WIMALIMA 1150

WERT 1220

WDOH FM 107

### **TELEVISION STATIONS:**

Channels 15, 21, 33, 55 in Ft. Wayne

Channels 35, 25 in Lima

To enroll in Text Messaging, go to the Lincolnview Local Schools website and click on “Delays – Closings – Updates” for sign up instructions. Delays are also posted on the elementary Facebook page (@elementarylancers).

**Calamity Days:** From the first day of school until September 30th, all calamity days will be a day with no instruction. However, after whichever occurs first, the occurrence of five (5) calamity days of missed school or October 1st, the school district will then implement “remote learning” school days and will continue to implement “remote learning” until the last day of school for all school cancellation days.

## **ACTIVITIES SCHEDULED ON DAYS SCHOOLS ARE CLOSED**

When school is closed due to weather, public calamity, etc., ALL student activities and meetings scheduled for that day or night SHALL BE CANCELED. If schools are closed due to fog, and later the fog clears, some limited activities may be held at the discretion of the administration.

## **REPORT CARDS AND INTERIM REPORTS**

Report cards are issued following the completion of each nine-week grading period. Lincolnview Elementary will send interim reports to parents/guardians near the middle of each nine weeks. Both the report cards and the interim reports will inform the student and the parents/guardians of the student’s academic progress. Parents/guardians should carefully review their child’s progress and contact the school if they have questions.

Report cards may be withheld for any obligations that the student has to the school at the end of the grading period. These include library fines, workbook fees, lunchroom fees, etc.

Report cards will be sent home within a week of the last day of that nine weeks. The last nine weeks (final) report card will be mailed within one week from the last day of school. The last day of each nine-week grading period is also listed on the Lincolnview School Calendar sent home at the beginning of the year and page 4 of this handbook.

**First Nine Weeks - August 16 - October 13**

**Second Nine Weeks - October 16 - December 21**

**Third Nine Weeks - January 3 - March 08**

**Fourth Nine Weeks - March 18 - May 23**

## **BUILDING POLICIES**

### **Student Liability**

Students are responsible for loss or damages to school property. This includes, but is not limited to, school provided materials (chromebooks, charging cords, hotspots, textbooks, library books, lunch cards, etc). Students and/or families will be held financially responsible for loss or any and all damages.

### **Transportation**

Lincolnview Local Schools does not accept phone calls and/or notes for **daily** changes in transportation (bus, car or Latchkey); any change will be the parent/guardian's responsibility. This is to ensure student safety and promote a higher accountability of how children are transported. While this may occasionally represent challenges for families, it is critical to prioritize awareness for student safety by placing appropriate responsibility on parents and guardians for daily or last minute changes.

In the event circumstances emerge requiring **long term** transportation changes during the course of the school year, the necessary form must be completed. You may access this form on the Lincolnview web site ([www.lincolnview.k12.oh.us](http://www.lincolnview.k12.oh.us)) (see Forms & Links-Transportation) or visit the office in order to complete the paperwork. Please note: transportation forms require a **minimum** of two days to process. Again, this is for long-term changes (at least multiple months).

### **Student Drop Off**

When dropping your student off prior to the beginning of the school day, please utilize the dropoff lane. It is critical to observe the proper flow of traffic in the parking lot in order to ensure pedestrian, vehicle, and bus safety. Do not pull up to the front of the building as this represents a hazard and disrupts traffic flow. If dropping your child off **AFTER** the bell (morning appointment, tardy, etc) a parent or guardian is required to park their vehicle in the designated lot in order to enter the building and sign in the student. This is in observance of attendance policies.

### **Pick Up Procedure**

When picking up student(s), parents/guardians are required to park in the designated parking area. Please be observant of buses and avoid parking in the bus area. You may not park directly in front of the building as it is a safety hazard. Parents/Guardians are required to enter the building and sign out their child/children. All children will be in the cafeteria (or Latchkey if enrolled) and **must** be signed out before they are permitted to leave the school. You may designate who is permitted to pick up your child on the appropriate form. Again, our focus is the safety of your child/children.

### **Excuses To Leave The Building**

We understand that circumstances arise requiring a student to leave the building during school hours, including medical and dental appointments or other situations occasionally scheduled during school hours. The student should bring a note from home in advance and must be signed out in the Principal's office. If the student returns to school during the same school day, they shall report to the Principal's office upon return. Please obtain professional excuses for all appointments in order for the absence to be recorded as excused.

### **School Events**

School events are not to be scheduled on Sunday, after 6:00 pm on Wednesdays, or on holidays unless board approved. After school programs/activities involving elementary students should not extend beyond 9:00 p.m.

### **Field Trips**

Signed field trip permission forms are to be on file prior to departure. Students are required to remain on school premises if the completed form is not on file. Students will be transported by bus only to and from the field trip. Chaperones must be a legal parent or legal guardian of the child. No other family members or friends will be permitted as chaperones or participants in school field trips. This includes siblings or other children. **Chaperones may NOT take pictures or videos of other students/classes NOR post any photos or identifying information regarding other students/classes on social media for safety and security reasons.**

### **Halls and Lockers**

Students shall walk in the halls in an orderly manner when changing classes during the school day in accordance with PBIS expectations. Ample time is provided for movement from one class to another. Students are not permitted to be in the halls during class time without the consent of the teacher in charge of their assigned class or area. Students are not to remain in the building unsupervised during their designated recess time.

Lockers and desks are the property of the school district. District officials have the legal authority to search all lockers and desks at any time. The maintenance and care of lockers and desks is the student's responsibility. Markings inside the locker and outside the locker are prohibited and students must clean markings from their lockers.

### **Student Searches**

*“Please refer to Board Policy #5771 (Search and Seizure).”*

### **Volunteers**

Lincolnview Elementary welcomes and encourages volunteers as an important component in the school/community connection. We believe that parents, guardians, and stakeholders enhance the educational experience for students by volunteering their time to participate in our learning community. Persons engaged in this process develop an understanding about how our school operates by becoming familiar with daily activities that occur in the classroom. It also provides an opportunity to develop a relationship with our teaching staff and allows staff to work with smaller groups of students. Our students thrive on these relationships and recognize the importance our school family places on their education. Community involvement helps maintain a safe, secure, and nurturing learning environment for our students and staff.

Volunteers are to sign in at the front office in the designated log book before beginning a shift and obtain a visitor badge. It is important that we maintain an awareness of who is in the building in order to keep students and volunteers safe. Your timeliness is appreciated. At the end of a shift, be sure to sign out in the office and return the badge.

As a courtesy, we ask that you do not stay in the building to visit other children, eat lunch with students, or stay for recess. Not all parents/guardians have the availability to volunteer and other students feel left out or become upset if their families cannot do the same. **Volunteers may NOT take pictures or videos of students/classes or post any information of students on social media for safety and security reasons.** Please enjoy your time here and then exit the building promptly upon completing your volunteer activities. Thank you for your continued support of our students and staff.

### **Gymnasium**

The Lincolnview Local Board of Education adopted at their regular monthly meeting on Wednesday, August 12, 1981, the following policy: that pop/soda will not be allowed in the gym or smoking (\*This includes electronic (e) cigarettes and vapes.\*) in the building during the day or at any school sponsored extracurricular activities. No person who is wearing shoes that damage or mark the floor surface is permitted to use the gym floor.

### **Cafeteria**

In compliance with the School Lunch Program, lunches are served in the Lincolnview K-6 cafeteria during the scheduled lunch periods. Students in 6<sup>th</sup> grade may purchase a la carte items at an additional price.



Students are to form an orderly, single-file line to enter the serving line. Students will remain in the lunchroom area until dismissed by the supervisor in charge of the lunch period. Students are to follow PBIS expectations as posted in the cafeteria.

Parents/guardians are not permitted to eat with their child(ren) outside of any scheduled family lunch day. Absolutely no treats/food is to be shared with other students during lunch. There are a number of students with critical food allergies that require strict adherence to this policy. Parties or carry-ins may happen when sponsored or hosted by a teacher in their classroom.

### **Media Center**

The media center/library is open daily for student use. No materials are to leave the library without following the checkout procedure. Fines may be assessed for late, lost/stolen, or damaged books. Students are expected to follow PBIS expectations in the library at all times.

### **Textbooks and Workbooks**

The textbooks needed for the academic program are loaned to the student free of charge by the Lincolnview Board of Education. The student is to assume full responsibility for the care and condition of the books while they are in their possession. A textbook should remain in good condition for a period of five (5) years. Reasonable wear is to be expected with each year's use. Extensive or severe damage to the book will be charged to the student. Students will be charged an adjusted price for the book if it is lost, stolen or destroyed. Some classes have a minimal fee due to the nature of the materials used in the daily assignment. The materials are considered consumable and become the property of the students. Workbooks are used in some courses and are paid for in full by the student. The workbooks are sold to the students at cost.

## **LINCOLNVIEW ABSENCE AND TARDY POLICY AND PROCEDURES**

Lincolnview Local Schools considers every school day important for proper learning and academic progress to take place. School success is predicated upon the presence of the student and requires continuity of instruction and classroom participation. It is this concept that we hope to convey in our school attendance policy.

### **Absence Procedure**

1. It is the parent or legal guardian's responsibility to notify the school by phone when the student will not be at school. Phone calls regarding absences should be made by 9:00 am. Parents or legal guardians will be asked to provide symptoms regarding absences due to illness per health department regulations.
2. If the school does not hear from parents or legal guardians within a reasonable time, the principal's office will call to verify the student's absence. Unverified absences will be recorded as unexcused.
3. A note signed by a parent or legal guardian must be presented to the principal's office upon the student's return. If no such note is presented within two days of the return to school, the absence will remain unexcused.
4. Medical excuses must be provided whenever possible, and must be submitted within 2 days of the return to school for the absence to be considered excused. Acceptable medical excuses would be for a medical, dental, optical, or counseling/psychological appointment and should include: provider's name, date, time of appointment, duration of excused time off, and signature from the provider or designee. The principal's office reserves the right to verify excuses and will make final determinations about acceptable documentation.

### **Excused/Unexcused Absences**

The Lincolnview Board of Education considers the following factors to be reasonable excuses for time missed at school: personal illness, appointments with health care providers, illness in the immediate family, death of a relative, religious ceremonies, or absences approved at the discretion of the administration. Students may receive an unexcused absence for other absences. It is the responsibility of the student or parent/guardian to provide excuses to office

personnel. Teachers will be notified by the office in the case of unexcused absences. Unexcused absences would include, but are not limited to: missing the bus; out of school suspension; leaving school grounds; or absences outside of allowable days with no medical excuse. Other absences may be deemed unexcused at the discretion of the administration.

**Regular school attendance is absolutely essential and required by law, and is the responsibility of a child’s parent or legal guardian. As of April 2017, House Bill 410 of the Ohio Revised Code (ORC 2151.011) defines “Habitually Truant” as a student absent without an excuse for 30 consecutive hours, 42 hours in one school month, or 72 hours in one school year (excluding medical excuses). The law also designates “Excessive Absences” as being absent 38 or more hours in one school month with or without a legitimate excuse; or 65 or more hours within one school year with or without a legitimate excuse. Students who are determined to be “habitually truant” may face charges in juvenile court and adjudicated as an “unruly child.” Further, Senate Bill 181 states that parents may be fined or imprisoned if their child does not attend school on a regular basis.**

**Make-Up Work**

Even if an absence is excused, it still results in loss of educational opportunities that cannot be made up. Regardless, students are responsible to make up all schoolwork missed during an absence. Lincolnview policy allows a student the equivalent of the number of days missed, plus one, to make up work. The office will not request make-up work from teachers for one day of absence. However, if the absence extends into a second day or longer, parents may call the principal’s office and request student assignments. If a call is received before 10:00 am, every effort will be made to gather those assignments from teachers. Requests after 10:00 am will result in the make-up work being collected the following day. Any student or parent with advance knowledge of an absence should contact teachers prior to that absence to get assignments. Make-up work can either be sent home with a sibling or picked up at the school office by the parent or legal guardian. Make-up work is the responsibility of the student.

**Family Vacations**

Lincolnview Elementary School considers every school day important to each child’s academic program. Parents should make every effort to take vacations when school is **not** in session. However, it is also understood that families may not be able to schedule a vacation or trip at a time other than when school is in session. In such cases, parents or legal guardians must complete an advanced absence/vacation form and return it to the office. Three days of advance notification is required in order for teachers to arrange make-up work. Not more than one family vacation per school year will be accepted as excused absences. Absences for special events (examples - weddings, hunting, traveling/club teams, fair days outside of school designated fair days, etc) will be recorded as vacation days. Vacation days are limited to five (5) days total in a school year. **No vacations or trips will be excused during state testing days.** Vacation days taken after absence threshold hours have been exceeded or during state testing days will be recorded as unexcused. If you have any questions, please call the office.

**Attendance Policy**

Ohio House Bill 410, which was enacted in April of 2017, outlines very specific requirements for documenting and monitoring student attendance. There are many obligations schools are expected to meet for notifying parents/guardians when their children reach an absence threshold. This legislation focuses on the **number of hours** (rather than days) a student is absent from school, **regardless of the reason for the absence.** The table below outlines the absence thresholds which necessitate school action.

	<b>Overall</b>	<b>Consecutive</b>	<b>Hours Per School</b>	<b>Hours Per School</b>
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		<b>Hours</b>	<b>Month</b>	<b>Year</b>
<b>Chronic Absenteeism</b>	10% or more of the school year for any reason			
<b>Excessive Absences</b>			38 hours for any reason	65 hours for any reason
<b>Habitual Truancy</b>		30 hours without legitimate excuse	42 hours without legitimate excuse	72 hours without legitimate excuse

Please note that we are obligated to monitor student attendance as required by the State of Ohio. Parents/Guardians of students with problematic school attendance may be assigned to an absence intervention plan which may include grade level retention. Parents may be held legally responsible for poor attendance.

### **Tardiness to School**

Students who are not in their classroom by the bell (8:15 am) will be considered tardy. A student tardy to school must report immediately to the building principal's office. A tardy notation will be entered into the attendance record in the office. Tardies without a medical excuse will be counted as unexcused/truant occurrences and are subject to attendance procedures in accordance with school policy. Tardies and early dismissal issues for non-medical reasons are both counted as unexcused/truant occurrences.

### **Absence/Truancy Intervention**

Once a child is determined to have met the threshold for excessive absenteeism, Lincolnview Local Schools may assign the student to an absence intervention team in order to create a plan to improve attendance. Parents or legal guardians are expected to participate in the intervention efforts, as the ultimate responsibility to insure school attendance is that of the parent or legal guardian. Absence and tardy verification will be conducted at least at mid-term and end of term.

### **Administrative Discretion**

Because of the wide variety of reasons for a student's absence from school, the validity of an absence will be determined by the administration in each individual case. The school administration has the ultimate authority in all attendance-related matters and reserves the right for discretionary deviation from the aforementioned attendance policies.

## **STUDENT SERVICES**

### **Main Office**

The main office of Lincolnview Elementary is a business office. It is to be a place where students may come to meet with the principal or school counselor, have school-related questions answered, or use, with permission, the telephone. No student may go beyond the counter without permission from school personnel.

### **Lost and Found**

Items found in an area under the direct supervision of a teacher should be given into the custody of that teacher. However, items found in general areas of the building, such as gymnasium, cafeteria, etc., should be turned in at the Principal's office. The Principal's office will serve as the main repository for lost and found items. Articles found are to be immediately brought to the teacher or the office in order that lost articles may be safely returned to their rightful owners. Please be sure to label your child's belongings to assist in this process. Items that are unclaimed will be periodically removed and/or disposed of.

### **Workbooks**

Workbook bills are sent home within the first 2 weeks of school. Workbook fees should be paid within 30 days of receipt. Failure to pay the workbook fee will result in grade cards being held. If you cannot pay the entire fee at one time, please contact the office to set up a payment plan. Partial payments will assure that your child receives their grade card.

### **Student Telephone Use**

Students may use the Elementary school office telephone only during school hours and only with staff permission and supervision. Students are not permitted to use personal cell/mobile phones throughout the day unless approval is granted by school staff AND with staff supervision.

### **Extra-Curricular Activities:**

Elementary students are welcome and encouraged to attend extra-curricular activities. When attending High School or Jr. High School events they are reminded that they are there to watch the scheduled event. The best place to watch an event is from their assigned seating area. Leaving the area during the game or event is not permitted without permission. Students should also remember that they are representing their school, families and themselves and should conduct themselves in such a way that it would bring praise to themselves, their families, and their school. Failure to conduct themselves properly will result in a referral to the principal's office for disciplinary action, according to the code of conduct, and may also include loss of attendance privileges at future events. Students are not permitted to remain after school without supervision, unless the event starts immediately after school.

### **COUNSELING SERVICES**

The goal of the Lincolnview Elementary School Counseling program is to help students develop healthy perceptions of themselves, to believe in their competence and ability to learn, and to develop and acquire their academic self-concept in a safe and positive school climate. At this exciting age, students begin to develop communication and life skills, social skills, peer relations, and character values. The knowledge, attitudes, and aptitudes that students acquire in the areas of academic, career, and personal/social development during these elementary years serve as the foundation for future success.

The comprehensive guidance program provides integrated education, prevention, referral, and intervention services. Services include whole classroom, small group, and individual guidance as well as promotion of Positive Behavioral Intervention and Supports (PBIS), character education, and career awareness/exploration. Lincolnview also partners with Westwood Behavioral Health Center as a mental health therapy and case management service provider. To initiate a referral, contact the elementary office. Parents, guardians, students, and faculty work together as a team to remove barriers to learning and maximize student success.

### **HEALTH SERVICES**

Believing that wellness is a priority for classroom success, the Lincolnview Local School District provides students with access to a full time Health Care Coordinator. The Health Care Coordinator serves a pivotal role that bridges health care and education. Services provided by the Health Care Coordinator include student care and a comprehensive wellness program.

### **Medication**

To insure the safety of all students, prescription and over the counter medications must be brought to school by a parent or legal guardian. **Do not send any medications with your child to school.** All medications must be submitted to the school clinic where the Health Coordinator will store them in a securely locked cabinet. Controlled medications will be counted in the presence of the parent or legal guardian who delivers the medication to the Health Coordinator. At the close of the school year, a parent or legal guardian must retrieve remaining medications from the Health Coordinator. No medications will be sent home with children.

### **Authorization**

All medications, whether prescription or over the counter, must be accompanied by the appropriate and completed authorization forms. Authorizations for prescription medicines to be taken at school must be signed by the prescribing physician. Forms are available in the elementary office and the health clinic.

### **Cafeteria/Food Allergies**

Any allergies or dietary needs resulting in the modification of a student diet must be communicated with the Cafeteria Director in collaboration with the Health Care Coordinator.

### **PROMOTION, PLACED, RETENTION AND ACCELERATION POLICY**

The policy concerning placement, retention, and acceleration is on the school website at [www.lincolnview.k12.oh.us](http://www.lincolnview.k12.oh.us). Students will be promoted upon satisfactory completion of the academic requirements for their grade level based on the following criteria:

#### **Grade One-Three:**

Students must receive a passing grade in at least four of the six major subjects. The major subjects are Reading, Language Arts, Spelling, Mathematics, Science, and Social Studies. Third grade students must pass the Reading 3<sup>rd</sup> Grade Guarantee in order to be placed /promoted to 4<sup>th</sup> grade with the state required passing score. A score below the state required score will result in the student retained in 3<sup>rd</sup> grade for a full year.

#### **Grades Four - Six:**

Students must receive a passing grade in at least four of the five major subjects. The major subjects are Reading, Mathematics, Language/spelling, Social Studies, and Science.

In the event retention is considered, the Principal will meet with the parents/guardians, teachers, and designated members of the Intervention Assistance Team to determine the appropriate placement. Parents/guardians can request an appeal of retention if needed.

#### **Academic Acceleration**

Lincolnview Local Schools provide for academic acceleration, including early entrance to Kindergarten, whole grade acceleration (“grade skipping”), acceleration in individual subject areas and early high school graduation. Any student residing in the district may be referred by a staff member, a parent/guardian, a peer or by self-referral.

Parents considering acceleration are encouraged to contact the principal, school counselor or the coordinator of gifted services for information. Parents have the right to request screening and to participate in the evaluation process.

The school district policy regarding academic acceleration is available in the Superintendent’s office.

### **GRADING SCALE FOR LINCOLNVIEW ELEMENTARY**

Students in grades 1-6, will receive grades based on the scale listed below:

- A = 90 – 100%
- B = 80 – 89%
- C = 70 – 79%
- D = 60 – 69%
- F = 59 and below

### **KINDERGARTEN PROGRESS**

Kindergarten students will not receive letter grades. Their progress will be established and recorded using a 9-week “number system”.

### **ACHIEVEMENT ASSESSMENTS**

Third graders take a Fall reading assessment in accordance with the 3<sup>rd</sup> Grade Reading Guarantee requirements. Students in grades 3, 4, 5 and 6 take assessments during the 2<sup>nd</sup> half of the school year. Ohio law requires these tests. Students need to be present for all tests. Parents should support and encourage their children to do their best and make sure they have adequate rest and a good breakfast. Students should be in attendance every test day except in cases of illness. **Vacations will not be excused absence days during the testing weeks.** Please check in advance for the testing

schedule if you plan to have your child out of school any day during the indicated time periods.

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

### **Due Process Rights**

The Board of Education recognizes that students waive certain constitutional rights, regarding their education. Accordingly, the Board established the following procedures:

#### **A. Student subject to restriction/suspension:**

When a student is being considered for an out-of school restriction/suspension by the Superintendent, Principal, or other administrator:

1. The student will be informed in writing of the potential restriction/suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended restriction/suspension and to explain their actions.
3. An attempt will be made to notify parents or guardians by telephone if a restriction/suspension is issued.
4. Within one (1) school day of the restriction/suspension the Superintendent, Principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the restriction/suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. If the offense is one for which the District may seek permanent exclusion, then the notice will contain relevant information.
5. Notice of this restriction/suspension will also be sent to the:
  - a. Superintendent:
  - b. Board Treasurer:
  - c. Student's school record (not for inclusion in the permanent record).
6. If a student leaves school property without permission immediately upon violation (or suspected violation) a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the restriction/suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the restriction/suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the restriction/ suspension period.

### **Appeal of Restriction/Suspension to the Board or its Designee**

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the restriction/suspension to the Board or its designee. They may be represented in all such appeal proceedings.

A verbatim record will be kept of the hearing, which may be held in executive session at the request of the student, parent, or guardian, if held before the Board.

The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed with the Treasurer or the Superintendent within three (3) school days of the notice to suspend.

### **Appeal to the Court**

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

#### **B. Students subject to expulsion:**

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student, parent or representative has the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, guardian, or custodian to appeal to the board or its designee; the right to be represented at the appeal; and the right to request the hearing is held in executive session if held before the Board. If the offense is one for which the board may seek permanent exclusion, then the notice will contain that information.

### **Appeal of Expulsion to the Board**

A student who is eighteen (18) or older or a student's parent(s) guardian(s) may appeal the expulsion by the superintendent to the board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the board or its designee. A verbatim record will be kept of the hearing, which may be held in executive session at the request of the student, parents, or guardian. The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent's office. Notice of intent to appeal must be filed within 10 school days of the Superintendent's decision to expel to the Board directly or through the Superintendent's office. While a hearing before the Board may occur in executive session, the Board must act in public.

### **Appeal to the Court**

Under state law, the decision of the Board may be further appealed to the Court of Common Pleas.

#### **C. Students subject to emergency removal:**

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 - Emergency Removal.

#### **D. Students subject to permanent exclusion**

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 -Permanent Exclusion of Nondisabled Students.

#### **E. Students subject to suspension from bus riding/transportation privileges:**

Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 Suspension of Bus Riding/Transportation Privileges.

The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternatives including in-school restrictions/suspensions, as an in-school restriction/suspension is one served entirely within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or non-interscholastic extracurricular activities.

LEGAL REFERENCES: R.C. 3313.20, 3313.66, 3313.661

## **STUDENT CONDUCT**

### **Positive Behavioral Interventions and Supports (PBIS)**

School-wide Positive Behavioral Interventions & Supports (PBIS) is required by Ohio House Bill 318. This framework guides policies and practices that proactively define, teach, and support appropriate behavior. Emphasis is placed on the prevention of problem behavior, development of positive social skills, and the use of data-driven problem solving for addressing existing behavioral concerns. School wide PBIS increases the capacity of schools to educate all students utilizing research-based interventions on every instructional level. Please refer to the PBIS staff and student handbook found at [www.lincolview.k12.oh.us](http://www.lincolview.k12.oh.us).

### **Zero Tolerance**

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the district must conform to school regulations and accept directions from authorized school personnel. The Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and /or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conducts which are subject to restriction/suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

LEGAL REFERENCES: ORC 3313.20; 3313.534; 3313.66; 3313.661; 3313.662; OAC 3301-35-03  
Board Policy: Adopted May, 1998 by Board of Education

### **Due Process in Disciplinary Proceedings**



A. **Due Process in Restriction/Suspension (One (1) to Ten (10) Days)**

1. In disciplinary action taken for any misconduct whatsoever, a student should be clearly informed by the disciplinarian of the exact nature of the misconduct with which he is charged as well as the possible consequences of that conduct. The following procedure should be followed:
  - a. Provide an informal hearing including as participants the involved individual and the Principal and/or designee at a minimum. A record of the hearing shall be kept by the official and signed by the official and signed by the student.
  - b. Inform the student and parents through oral and written communications of the charges of misconduct.
  - c. Inform students and parents of the possible consequences of that conduct.
  - d. Provide a reasonable timetable in determining date, hour, and place of the scheduling of the formal hearing if requested by the student or parent.
  - e. Provide the student and parents the opportunity to present a witness of their choosing.
  - f. Recognize the significance of testimony of responsible adults vs. limitations of a student witness.
  - g. Ensure the accuracy of the due process procedure.

B. **Due Process in Expulsion**

1. Where serious misconduct is involved, where restriction/suspension and /or major penalties may result, the following procedure shall be followed:
  - a. Written notice to the student and their parents/guardians of the charges brought against the student and the evidence upon which these charges are based to be sent in advance of the hearing itself.
  - b. A notice of Board=adopted policy on formal procedure for the hearing itself
  - c. Notification of the student's right to confront and cross examine any witness at the hearing in a manner appropriate to the situation and on a factual basis.

**LINCOLNVIEW LOCAL SCHOOLS CODE OF STUDENT CONDUCT**

The Board of Education shall, in compliance with state law establish procedural standards for the removal, suspension and expulsion of students from public schools as stated in Amended Substitute House Bill #421, amended section 33.13.661; Ohio Revised Code. The Board of Education's primary concern is that students who wish to learn can do so in an environment conducive to learning, and that stated disciplinary action is enforced against those who would hinder such an environment.

The rules, regulations and standards set forth apply to conduct on school premises or on school buses or involving school property, to conduct on/off school premises which directly affect other students or the school, and to conduct at school functions of any kind. (Any conduct which causes or creates likelihood that it will interfere with the health, safety or well-being, or the rights of other students are prohibited.)

The preceding standard is a general standard that is to be used as a guide by all students. Not all acts of misconduct can be itemized. The following is an enumeration of some of the main areas of misconduct which will lead to disciplinary action in the form(s) of: counseling; parental conferences; additional assignments; detention; in-house suspension; removal; corporal punishment; suspension; and/or expulsion; referral to the proper authorities. Administrative discretion is permissible as determined by individual circumstances.

A. **Gambling** on school premises or at school events is prohibited.

1st Offense – Recess or Noon Detention

2nd Offense - 1-Day In-School Restriction/Suspension

3rd Offense – Up to 10-Day Out-of-School Restriction/Suspension

- B. Dress, grooming, or appearance in a fashion which disrupts the educational process and/or constitutes a threat to the safety of the individual and/or other persons or in a fashion which is immodest and/or inappropriate will not be allowed. This includes any clothing, jewelry, hair etc. that draws undue attention to the student. No student shall wear any apparel with slogans or images that advertise tobacco, alcohol, illegal drugs, profanity, or inappropriate images. Hats may only be worn when entering or exiting the building. No hats may be worn in classrooms, in the cafeteria, in the gymnasium, during inside recess, or in the hallways during class changes. Examples of clothing that could interfere with the educational process would include tank tops, spaghetti straps, halter tops, shorts that are too tight or too short, shirts that expose a bare midriff. Clothing that is not properly cleaned should not be worn. Undergarments should not be visible. Flip Flops are highly discouraged due to injuries received at recess and outside Physical Education. Platform tennis shoes, platform sandals, or shoes with any type of wheel or roller are not to be worn to school.

1st Offense - The student will be asked to change the inappropriate clothing. A parent/guardian will be called to bring a change of clothing if necessary.

2nd Offense - The student will be removed from all classes, assigned emergency removal, and placed in the principals' office for the remainder of the day.

3rd Offense - Up to 1-day out-of-school restriction/suspension

4th Offense - Up to 5 days out-of-school restriction/suspension

- C. Loitering in a school building or restricted area of the school at unauthorized times is prohibited. This includes acting in a manner that may cause disruption to some activity or function, or pose a threat to the safety and well-being of the student, or a disruption to the educational process. Remaining in the elementary school after school hours without permission of school personnel is considered loitering.

1st Offense - Student's parent/guardian will be called to pick them up.

2nd Offense - Noon detention assigned and parent/guardian will be called to pick them up.

- D. Unauthorized sale or distribution: The act of selling, distributing, or attempting to sell or distribute any object or substance which has not been authorized for sale or distribution by the building principal to any person on property owned by the Board of Education is prohibited.

1st Offense - Noon detention assigned

2nd Offense - 1 day in-school restriction/suspension

3rd Offense - 5 day in-school restriction/suspension assigned

- E. Use of Technology/Computer Use: Students are prohibited from using school owned devices and/or accounts for inappropriate use. This shall include but is not restricted to pornography, profane language, and any material oriented against Lincolnview policy.

1st Offense - Up to 3 days in- school restriction/suspension and loss of computer privileges.

2nd Offense - Up to 3 days out of school restriction/suspension & loss of computer privileges

3rd Offense - Recommend expulsion

- F. Inappropriate use of electronic devices during school hours: Electronic devices would include cell phones, CD players, gaming devices, virtual pets, or any other device determined by the administration. Students may bring electronic devices to school; however the school does not encourage this practice. **Cell phones or any other device are not to be turned on during school hours. (8:00-3:08). Elementary students may not carry cell phones or electronic devices during the school day. Any student observed with a cell phone or electronic device will be subject to the consequences listed below.** No music is to be played out loud at any time. There is to be no use of electronic devices in the restroom. Any student using (handling) a device without permission

or creating a disturbance with a device will be subject to consequences as listed below. Students are not permitted to use personal cell/mobile phones throughout the day unless approval is granted by school staff AND with staff supervision. **The school accepts no responsibility for the care and/or security of any personal electronic device. Clearly, items that remain at home cannot be damaged or stolen at school.**

1st Offense- Device confiscated, parent/guardian must pick up the device

2nd Offense-Device confiscated, parent/guardian must pick up the device, detention assigned

3rd Offense- Device confiscated, parent/guardian must pick up the device, 1 day in school restriction/suspension

4th Offense -Device confiscated, parent/guardian must pick up the device, up to 5 day in school or out of school restriction/suspension

G. Holding hands or any type of romantic scene will be prohibited during school hours and school functions.

1st Offense - Verbal Warning

2nd Offense – Noon/Recess Detention & Parent Notification

3rd Offense – 1 day In-School Restriction/Suspension

4th Offense - Up to 3 days In-School or Out of School Restriction/Suspension

H. Horseplay/immature acts include such acts as pushing, running, tripping in halls, throwing eraser, pencils, pens, coins, or similar offenses that may result in injury to others. Horseplay resulting in injury will be dealt with as a more serious offense.

1st Offense - Noon detention assigned or up to 1 day in-school restriction/suspension

2nd Offense – Noon detentions assigned or 2 day in-school restriction/suspension

3rd Offense - Up to 3 day in-school restriction/suspension

4th Offense - Up to 5 day In-school restriction/suspension

I. Failure to comply with the directions of teachers: Teachers are authorized to make rules that apply in their areas of instruction and supervision, which will aid in efficient operation. Pupils shall promptly comply with staff requests and directives. This includes, but is not limited to, teaching staff, student teachers, school aides, bus drivers, principals and/or authorized school personnel.

1st Offense - Noon Detention assigned, up to 1 day in-school restriction/suspension

2nd Offense - Not less than 2 Noon Detentions, up to 2 days in-school restriction/ suspension

3rd Offense - Not less than 3 Noon Detentions, up to 3 days in-school restriction/suspension

4th Offense - Not less than 1 day in-school suspension, up to 2 days in-school restriction/suspension

5th Offense - Up to 3 days out-of-school restriction/ suspension

6th Offense - Recommended Expulsion

J. No student shall leave the school grounds without permission. This will be dealt with through Administrative discretion as determined by individual circumstances.

K. Failure to comply with school bus rules: Bus drivers will give a written Bus Violation Report to the student and to the director of transportation. Reports must be signed and returned by the parent or guardian. The Director of transportation will handle all bus rule infractions and the assignment of consequences. This may include suspension from the bus.

The school bus is an extension of the school building. Punishment will be determined by the violation committed per the Student Code of Conduct. Having an open beverage container or opened food package will result in a noon detention on the first offense. Subsequent offenses will result in suspension from the bus.

L. Forging is the act of falsely using, in writing, the name of another person or falsifying times, dates, grades,

addresses, or other data on school forms, or correspondence directed to the school. This shall include lying to a school official.

1st Offense - Up to 1 day in-school restriction/suspension

2nd Offense – Noon detentions assigned or 2 days in-school restriction/suspension

3rd Offense - 3 days in-school restriction/suspension

4th Offense - 10 days out of school restriction/suspension

5th Offense - Recommend expulsion

- M. Using profane, indecent, or obscene language either verbally or in writing toward any student, teacher, or another person is prohibited. Included in this prohibition would be the use of obscene gestures, signs, pictures, or publications.

1st Offense - Up to 5 noon detentions

2nd Offense - Up to 2 days In-school restriction/suspension

3rd Offense – 1-3 days out of school restriction/suspension

4th Offense - 10 days out of school restriction/suspension

5th Offense - Recommend expulsion

- N. Threatening, Intimidating, Fighting, Harassment Causing or attempting to cause physical injury or harm to any student or employee, including verbal harassment, written or drawn harassment, bullying, physical harassment, and sexual harassment and harassing gestures is prohibited. Court actions may be taken if deemed necessary. Any false reports of bullying or harassment will also fall under this rule.

1st Offense - Up to 5-noon detention to 3 days In-school restriction/suspension

2nd Offense - Up to 3 days In-school suspension to 3 days out of school restriction/suspension

3<sup>rd</sup> Offense - Up to 10 days Out of school restriction/suspension

- O. Stealing, possessing stolen property, causing damage to, or destroying school or private property is prohibited. This shall include actions that damage or actions that have the potential to damage student/employee's property on and off school grounds any time of the day or night. Students and their parents (guardians) will be held financially responsible for the vandalism that the student commits on school property. Court action may be taken if deemed necessary.

1st Offense - Up to 5 noon detentions or 1 day In-school restriction/suspension

2<sup>nd</sup> Offense - Up to 3 days In-school Restriction/suspension

3rd Offense - Up to 5 days Out of school restriction/suspension

- P. Open Flame: Use of open flames from lighters, matches, or other sources of fire without from school personnel in school buildings, on school buses, on school property, or at school sponsored activities.

1st Offense - Up to 3 days in-school restriction/suspension

2nd Offense - Up to 3 days out-of-school restriction/suspension

3rd Offense - Recommend Expulsion

- Q. Fireworks or explosives: Unauthorized possession, use, or threatened use of any fireworks, explosives and instruments capable of inflicting physical or bodily harm are prohibited.

1st Offense - Up to 10 days out of school restriction/suspension

2nd Offense - Recommend expulsion

- R. False Alarms: Students may not initiate a fire alarm, emergency drill, or catastrophe procedure without cause.

1st Offense - Up to 10 days out-of-school restriction/suspension  
2nd Offense - Recommend expulsion

- S. The Burning of or any attempt to burn any part of any building or any property of the Board of Education is a serious offense and is prohibited. Court action may be taken if deemed necessary.

1st Offense - Recommend Expulsion

- T. Possessing, consuming or showing evidence of having consumed, or offered for sale any alcoholic beverages, or illegal drugs while in the school building, on the school grounds, at any school activity and/or on school buses is prohibited. This also includes all non-alcoholic malt beverages.

1st Offense - Up to 5 to 10 days out of school restriction/suspension

2nd Offense - 10 day out of school restriction/suspension

3rd Offense - Recommend expulsion

Court action may be taken if deemed necessary

- U. Possessing any kind of tobacco, cigarette lighters, and electronic cigarettes or smoking accessories in school buses, school buildings on school grounds or at any other school sponsored activities is prohibited.

1st Offense - Up to 3 days out of school restriction/suspension

2nd Offense - Up to 10 days out of school suspension

3rd Offense - Recommend Expulsion

- V. Dangerous Weapons in School: Students are prohibited from bringing a firearm, incendiary device, weapon, or weapon accessories on school property, in a school vehicle or to any school sponsored activity.

1st Offense -Recommend Expulsion

- W. Students are prohibited from bringing knives on school property, in a school vehicle, or to any school sponsored activity. The definition of a knife includes, but is not limited to, any cutting instrument consisting of a sharp blade or blade fastened to a handle. If a student brings a knife on school property, the school administration may expel the student from school, with the same expulsion implications as noted above.

1st Offense – Recommend Expulsion.

- X. Cheating on teacher assigned work or on tests and including plagiarism is prohibited.

1<sup>st</sup> Offense - Consequences determined by teacher classroom procedures

2<sup>nd</sup> Offense - Up to 1 day in-school suspension and 0% for the assignment or test

3<sup>rd</sup> Offense - Up to one grade deduction in the course.

- Y. Destroying or damaging school property: Students that intentionally damage school property will be charged for replacement or repair of the damaged or destroyed materials or property.

1st Offense - Noon detention assigned or up to 1 day in-school restriction/suspension

2nd Offense – Noon detentions assigned or 2 day in-school restriction/suspension

3rd Offense - Up to 3 day in-school restriction/suspension

4th Offense - Up to 5 day In-school restriction/suspension

- Z. Administrator Discretion: Student behavior reaching the gravity of the above examples in terms of persistent disobedience or gross misconduct might also serve as grounds for restriction/suspension or expulsion. Unmentioned possible infractions will be dealt with through administrative discretion as determined by

individual circumstances.

### **Noon/Recess Detention**

Lincolnview Elementary School will maintain noon/recess detentions in individual grade level classrooms. Authorized school personnel may assign students who have violated conduct codes to the detention area.

### **In School Alternative Restriction/Discipline:**

The student is removed from the academic and social areas of school, and placed in an alternative education location. Work completed during the in-school alternative shall earn credit and these days will not count as absences from classes. An in-school alternative placement will be for the entire length of a school day or time period as prescribed by administration. These students cannot participate in any type of school functions during this time.

### **Out of School Alternative Discipline:**

The student is removed from school property, and not allowed to re-enter based upon the discipline time frame. Students will receive no credit for work or be allowed to make up tests, unless otherwise indicated by the principal. These students cannot participate in any type of school functions during this time. These days count as unexcused absences from school.

**Expulsion:** The student is removed from school property a set number of days as specified by State law.

## **LINCOLNVIEW LOCAL SCHOOL BUS RULES**

Please review with your child/children the bus rules and the importance of following the rules as we strive to continue safely transporting our child/children to and from school. The bus driver has a multitude of rules and regulations that must be followed to ensure that your child is safe during transportation as well as the pick-up and drop off at their designated stops. You as parents can assist the driver by encouraging your child/children adhere to the bus rules listed below.

(A) The school bus driver's authority and/or responsibility to maintain control of the pupils.

(B) The pupil's right to "due process" as provided for by the policies and procedures of the educating agency.

(C) Pupil management and safety instruction policies shall include the following:

- (1) Pupils shall be waiting on the bus or arrive at the bus stop **before** the bus is scheduled to arrive.
- (2) Pupils must wait in a location clear of traffic and away from the bus stops.
- (3) Pupils must wait in a location clear of traffic and away from the bus stop. **Never cross in front of the bus until the driver signals for you to do so.**
- (4) Behavior at the school bus stop must not threaten life, limb or property of any individual.
- (5) Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
- (6) Pupils must remain seated keeping aisles and exits clear.
- (7) Pupils must observe classroom conduct and obey the driver promptly and respectfully.
- (8) Pupils must not use profane language.
- (9) Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
- (10) Pupils must not use tobacco on the bus including electronic cigarettes.
- (11) Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
- (12) Pupils must not throw or pass objects on, from or into the bus.
- (13) Pupils may carry on the bus only objects that can be held in their laps (see paragraph (J) of Rule 3301-83-20 of the Administrative Code).
- (14) Pupils must leave or board the bus at locations to which they have been assigned.
- (15) Pupils must not put their head or arms out of the bus windows.

## **SUSPENSION OF BUS RIDING/ TRANSPORTATION PRIVILEGES**

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violations of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

(See Form 5610 F4 and Form 5610 F5.)

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated district personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated district personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated district personnel.

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program will be made available to all parents and students and posted in a central location.

## **PROHIBIT LOOK-ALIKE DRUGS**

Specifically the new laws deal with counterfeit controlled substances, which are defined in amended section of the Ohio Revised code to mean any of the following:

1. Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner of rights to such trademark, trade name or identifying mark;
2. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed, or distributed it;
3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or then price for which it is sold or offered for sale. This includes ALL non-alcoholic malt beverages.

Another Section of the New Revised Code Deals with the Following:

- a. No person shall knowingly possess any counterfeit controlled substance.
- b. No person shall knowingly make, sell, and offer to sell, or deliver any substance that he knows is a counterfeit controlled substance.
- c. No person shall make, possess, sell, offer to sell, or deliver any punch, die, plate, stone, or other device knowing or having a reason to know that it will be used to print or reproduce a trademark, trade names or other identifying marks upon a counterfeit controlled substance.
- d. No person shall sell, offer to sell, give, or deliver any counterfeit controlled substance to another person.
- e. No person shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing its effects as the physical or psychological effects associated with use of a controlled substance.
- f. No person shall directly, or indirectly, falsely represent or advertise a counterfeit controlled substance as a controlled substance.

Violation of the above paragraphs could result in maximum fines ranging from \$1,000 to \$5,000 and a possible

maximum prison term ranging from six month to ten years. To emphasize the severity of the penalties provided, it should be noted that in order to be guilty of a serious felony an individual need not be caught with a bulk amount.

### **PROHIBIT ANTI-HAZING POLICY**

It is the policy of the Lincolnview Board of Education and School District that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events, which might include hazing. If hazing or planned hazing is discovered, students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

In order for the Board of Education to effectively enforce this policy and to take prompt, corrective measures, it is essential that any and all incidents of harassment be reported to the Principal of the building unless the Principal is the alleged harasser, in which case the report should be made to the Superintendent. Oral complaints will be reduced to writing to assist in the investigation. To the greatest extent possible, such complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

If, after appropriate investigation, the Superintendent finds that any employee or student has violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreements, board policy, code of conduct, and/or federal or state law.

### **AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student that believes she/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or the superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the superintendent. Complaints against the superintendent should be filed with the Board



President.

Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

Any complaint about aggressive behavior that may violate this policy shall be promptly investigated.

### **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its programs, activities, or employment. The following person has been designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination: Brenda Leeth, High School Counselor, Lincolnview Local School District.

### **PROHIBITION AGAINST HARASSMENT, INTIMIDATION, AND BULLYING**

Harassment, intimidation, or bullying behavior by any student/school personnel in the Lincolnview School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property: and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.
- C. If you witness bullying, report the situation to an administrator, teacher, school counselor, or complete the bullying form and place it in the anonymous box located in the office area.