



# Lake Middle High School Student Handbook 2024-2025

Lake Middle High School

709 Market Ave SW

Uniontown, OH 44685-9462

Main Office (330) 877-4282

Attendance Office (330) 877-4762

Counseling Office Grades 7-9 (330) 877-4299

Counseling Office Grades 10-12 (330) 877-4285

Athletics Office (330) 877-4288

Fax (330) 877-0853

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

Dan Harold, Principal

Tom Kohli, Associate Principal – Grades 7 & 8

Steve Lippe, Associate Principal – Grades 9 & 10

Lee Munoz, Associate Principal – Grades 11 & 12

**\*\* Cover design by Marina Nemen, Class of 2025**

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



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[www.schooldatebooks.com](http://www.schooldatebooks.com) • [sdi@schooldatebooks.com](mailto:sdi@schooldatebooks.com)

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# LAKE LOCAL SCHOOLS

<b>Our Mission:</b>	Educating generations, serving our community.
<b>Our Commitment:</b>	Preparing students to unlock their potential for a lifetime of success.
<b>Our Values:</b>	To be Responsible, Respectful, and Safe

## A MESSAGE FROM THE HIGH SCHOOL ADMINISTRATION

The staff and administration of Lake Middle High School believe that every child is a unique and special individual who can take responsibility and ownership of their learning, work toward achieving their educational and career goals, and embrace the opportunities to serve our school and community.

Although the policies and procedures in this handbook are presented to help inform and guide our students and their families throughout this year at LMHS, we also hope that each student understands the importance of giving only their best efforts while consistently displaying the core values of our district.

Respect, integrity, character, honesty, engagement, and responsibility. These are the values that we hope to see in the halls of our school and from all who participate in and attend our school activities, and these are the defining qualities of anyone who would like to be called a Blue Streak.

As educators, we believe it is our mission to serve as facilitators while partnering with parents, stakeholders, and our many available resources to nurture and develop each student's potential. Open and honest communication and our shared concern for those in our care should always be priorities as we work together for the benefit of our students. It is through the collaborative efforts of many that we might experience our best chances to succeed in this mission.

Together, we are LAKE.

### ALMA MATER

*To thee our high school, we raise a cheer prolong.*

*Cherish sweet memories, as we sing this song*

*Days filled with laughter, we'll remember after*

*We've left thee Lake High*

*Our Alma Mater tried and true*

*Long do we pledge our loyalty to you*

*Friendships entwining to thee dear Lake High*

- Shirley Smith, Class of 1947

### PERSONNEL

#### Board of Education

Adam Doane, President  
Deb Cain, Vice President  
Jenny Anderson  
David Barrett  
Scot Nabors

#### School Counselors

Debbie Marshall  
Katie Marko  
Brian Rector  
Amanda Gardner  
Erin Van Wey

#### Administrative Staff

Daniel Harold, Principal  
Steve Lippe, Associate Principal  
Lee Munoz, Associate Principal  
Tom Kohli, Associate Principal  
Brock Cline, Athletic Director  
Rich Venuto, Assistant Athletic Director

#### Secretarial Staff

Tricia Knoch, Principal's Secretary  
Mary Colella, Main Office  
Barb Brown, Attendance Office  
Tanya Reynolds, Counseling Office  
TBA, Athletic Office  
Kim Sturmi, Counseling Office

## NEED HELP WITH...

Activity Calendar.....	School Website, Main Office
Athletic Eligibility.....	Athletic Office
Attendance Issues.....	Attendance Office
Bus Information.....	Transportation (330) 877-4275
Change of Address.....	Attendance Office
Club Organization.....	Main Office
College Information.....	Counseling Office
College Recommendation.....	Counseling Counselor
Emergency.....	Any Staff Member
Financial Aid/Scholarships.....	Counseling Office
Grade Questions.....	Teacher/Counselor
Homework (Extended Illness).....	School Counselor
Injury/Illness.....	Clinic (330) 877-7522
Laptop.....	GenYes
Locker Problems.....	Attendance Office
Lost and Found.....	Main Office
Lost Textbooks.....	Main Office
Lunch Assistance.....	Food Service (330) 877-4742
Personal Issue.....	Counseling Office
Parking Permit.....	Attendance Office
Community Education Program.....	Main Office
Requirements for Graduation.....	Counseling Office
Student Government.....	Main Office
Summer School Information.....	Counseling Office
Textbook Fines.....	Main Office
Tickets (Events).....	Main Office, Athletic Office
Transcripts.....	Counseling Office
Transferring Schools.....	Counseling Office
Visitor's Pass.....	Main Office
Work Permits.....	Counseling Office



## 2024-2025 SCHOOL CALENDAR

August 15-16	NO School for Students/Staff PD Day
August 19	Convocation and Meeting Day
August 20	First Day – Students Grades 1-9
August 21	First Day – Students Grades 10-12
September 2	Labor Day – NO School
October 11	NO School for Students/Staff PD Day
October 14	NO School Students / Staff
October 18	End of First Marking Period
November 6	District Wide Delayed Start
November 27-29	Thanksgiving Break
December 2	NO School Students / Staff
December 20	End of Second Marking Period
December 23-31	Winter Break – NO School
January 1-3	NO School Students / Staff
January 17	NO School Students/Staff PD
January 20	Martin Luther King Day – NO School
February 14	NO School Students/Staff .5 Work and .5 PD
February 17	President’s Day – NO School Students / Staff
March 5	District Wide Delayed Start
March 14	End of Third Marking Period
March 24-28	Spring Break – NO School
April 18	Good Friday – NO School
May 24	Graduation
May 26	Memorial Day
May 29	Last Day – Students
May 30 and June 2	Teacher Calamity Day make-up



## BELL SCHEDULE

(Regular Day)

Per. 1	7:28 – 8:17 a.m.	49 minutes
Per. 2	8:21 – 9:06 a.m.	45 minutes
Per. 3	9:10 – 9:55 a.m.	45 minutes
Per. 4A	9:59 – 10:22 a.m.	23 minutes
Per. 4B	10:26 – 10:49 a.m.	23 minutes
Per. 5A	10:53 – 11:16 a.m.	23 minutes
Per. 5B	11:20 – 11:43 a.m.	23 minutes
Per. 6	11:47 – 12:32 p.m.	45 minutes
Per. 7	12:36 – 1:21 p.m.	45 minutes
Per. 8	1:25 – 2:10 p.m.	45 minutes

## BELL SCHEDULE

(Rally Day)

Per. 1	7:28 – 8:03 a.m.	35 minutes
Per. 2	8:07 – 8:42 a.m.	35 minutes
Per. 3	8:46 – 9:21 a.m.	35 minutes
Rally	9:25 – 9:55 a.m.	30 minutes
Per. 4A	9:59 – 10:22 a.m.	23 minutes
Per. 4B	10:26 – 10:49 a.m.	23 minutes
Per. 5A	10:53 – 11:16 a.m.	23 minutes
Per. 5B	11:20 – 11:43 a.m.	23 minutes
Per. 6	11:47 – 12:32 p.m.	45 minutes
Per. 7	12:36 – 1:21 p.m.	45 minutes
Per. 8	1:25 – 2:10 p.m.	45 minutes

## BELL SCHEDULE

(2 Hour Delay)

Per. 1	9:28 – 9:54 a.m.	26 minutes
Per. 2	9:58 – 10:24 a.m.	26 minutes
Per. 3	10:28 – 10:54 a.m.	26 minutes
Per. 4A	10:58 – 11:21 a.m.	23 minutes
Per. 4B	11:25 – 11:48 a.m.	23 minutes
Per. 5A	11:52 – 12:15 p.m.	23 minutes
Per. 5B	12:19 – 12:42 p.m.	23 minutes
Per. 6	12:46 – 1:12 p.m.	26 minutes
Per. 7	1:16 – 1:42 p.m.	26 minutes
Per. 8	1:46 – 2:10 p.m.	24 minutes

# CODE OF CONDUCT

The purpose of the student code of conduct is to provide a safe and appropriate educational environment for all students and employees. By maintaining high personal expectations for success, utilizing open communication with staff and fellow students, and following the guidelines listed below, you increase your opportunities for success, and help make Lake Middle High School an excellent school.

## A) Expectations for Classroom Behavior

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

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

## B) Student Privileges

Lake Middle High School is organized on the premise that grades 7-9 benefit from a highly structured school day in order to ease the transition into high school. Therefore, beginning with the Freshman Year a privilege system is in place for the remainder of high school. Freshmen are either in a class or study hall the entire day with the exception of their lunch period. Freshmen can achieve an extended lunch period once a week (second semester, two days a week) if they meet academic and behavior standards. Sophomores, who meet the same criteria, will be provided an extended lunch period every day of the week. Juniors and seniors will be provided additional privileges based upon the same standards, assuming that upperclassmen will benefit if they are given more responsibility to determine how they will use their lunch hour, free periods, etc. Standards in all situations will be defined by academic performance, behavior, attendance, and administrative discretion.

## C) Consequences of Inappropriate Behavior

Violating the rules of Lake Middle High School may result with certain consequences and **may be based upon reasonable suspicion**. The specific consequences will be determined on the basis of severity and/or frequency of the offense. The Career Tech Program and our compact with neighboring school districts is an extension of Lake Middle High School. Therefore, students who elect to attend a career tech program at one of our compact schools are subject to disciplinary action based upon the student code of conduct of either Lake Middle High School and/or any of the schools associated with our compact. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school. The selection of the appropriate consequence is solely at the discretion of the administration or staff member. When appropriate, parents may be involved in the disciplinary process. The following represents a continuum of possible consequences for inappropriate behavior:

### 1. Detentions

Students assigned detentions from the office will serve before school from 6:50 a.m.- 7:20 a.m. or after school from 2:20 p.m. - 2:50 p.m. Students will be given one week to serve detentions. Failure to attend a detention session, as scheduled, may result in the assignment of additional consequences including but not limited to Extended Detention, In School Restriction or suspension. Students are expected to be in the designated room on time and are required to bring study materials with which to work quietly. Any student who accumulates a total of six (6) or more detentions may be assigned to a minimum of one Extended Detention to fulfill his/her discipline obligation.

## 2. Extended Detention

Extended Detention provides the students with an opportunity to fulfill their obligation for failure to comply with school rules and regulations. Extended Detention is held every Thursday from 2:20-5:20 p.m. Failure to meet this obligation may result in additional, more severe consequences.

### Extended Detention Guidelines:

1. Students must be in the designated location at the designated time. Students not in their seats will be sent home. Any student sent home will face additional consequences the following Monday (or next available school day).
2. Students will be dismissed at 5:20 p.m.
3. Students are required to report to Extended Detention with all necessary materials for study, i.e. laptop, paper, pencils, textbooks, assignments, notebooks, etc.
4. Students who do not report with appropriate materials will be sent home.
5. Students will not be permitted to talk, sleep, or put their head down during Extended Detention. No food, beverages, cell phones, radios, or other recreational articles will be permitted.
6. Students are expected to follow the school's dress code.
7. Any student who does not follow the instructions of the supervisor will be sent home.
8. Students who fail to attend an Extended Detention assignment or are sent home, forfeit the Extended Detention privileges and may be assigned additional, more severe consequences.

## 3. Loss of Privilege (LOP)

Privileges at Lake Middle High School are, in fact, a privilege. Administration will have the final discretion over who is and who is not assigned privilege(s). As students advance through Lake Middle High School, they may achieve certain privileges (longer lunch periods, early dismissal, late start, unscheduled time, etc.). However, students will forfeit these privileges and may be assigned to study halls if they do not comply with school rules or achieve academic expectations. When possible, study halls will be staffed with certified teachers who will be available to assist students with their class assignments. Failure to report to Loss of Privilege (LOP) study hall may result in detentions, an Extended Detention assignment, In School Restriction, suspension and/or an extension of the Loss of Privileges. **You must maintain a satisfactory discipline, attendance and academic record (no grades lower than a C- in any class) in order to be eligible to retain privileges. Administration reserves the right to assign or revoke privileges at any time.**

## 4. In-School Restriction

Students may be assigned an In-School Restriction (ISR) as a disciplinary consequence or as a possible alternative to Out-of-School Suspension. When assigned ISR, students report to the ISR room by 7:28 a.m. and remain there until 2:10 p.m. Students must be engaged in academic work throughout the entire day.

Students will be assigned full credit for assignments completed during In-School Restriction (ISR). Expectations:

- a) Bring all materials (laptop, textbooks, notebooks, pencils, etc...) to the ISR room.
- b) All assigned work must be completed before being permitted to resume normal schedule.
- c) Lab work (Chemistry, Biology, etc...) cannot be completed in ISR. Alternate assignment(s) may be arranged at the teacher's discretion. It will be the responsibility of the student to make up all lost lab time at the convenience of the classroom teacher.
- d) There will be designated restroom breaks.
- e) Students may either pack or buy lunch from the cafeteria. Lunch will be consumed in ISR.
- f) Extra reading material must be approved by the ISR monitor.
- g) Additional assignments/activities may be assigned if the student has completed all assignments or if there is a delay in obtaining work from teachers.
- h) Miscellaneous rules for ISR:
  - Students will be assigned a seat for the duration of the ISR
  - Students should remain on task with academic assignments for the duration of the ISR
  - Students are expected to be polite, respectful and courteous throughout the duration of the ISR



- Students are expected to work independently and not communicate with other students (unless permission is given) for the duration of the ISR
  - Students may have water only in ISR (other drinks and food are not permitted)
- i) All attendance, dress code and conduct policies are in effect for the duration of the ISR  
Failure to comply with any of these provisions may result in the implementation of an out-of-school suspension.

## 5. Out of School Suspension

The Superintendent or Administrator may suspend a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension will be more than 10 school days. If there are fewer than 10 days remaining in the school year at the time a suspension is imposed, the Superintendent or Administrator may apply any or all of the period of suspension to the following school year.

### Suspension Guidelines

1. The Superintendent or Administrator must give written notification of the reasons for the intended suspension to the pupil. The notice should include all rules violated.
2. The student must be given an informal hearing to challenge the reasons for the intended suspension or otherwise explain his actions.
3. If the student has been suspended, the Superintendent or Administrator must notify the parent, custodian, or guardian and the Board's treasurer in writing within twenty-four hours of the suspension and such notice must include (a) the reasons for the suspension; (b) the right to appeal the action to the Board or its designee within 10 days; (c) the right to be represented in appeal proceedings; (d) the right to a hearing; and (e) the right to request the hearing be held in executive session.
4. When a student is suspended from school, he/she will not be permitted to attend or participate in any school related activity or be present on Board of Education property, including the Lake YMCA and the Lake Community Branch Library through midnight of the final day of the suspension.
5. During an out-of-school suspension, students will receive full credit if they submit all work assigned during their absence immediately upon their return to school from suspension. Students will be required to take any assessments missed during their suspension the day of their return to school.
6. Calamity days do not count as a day of suspension.

## 6. Expulsion

1. The student and his/her parent, guardian or custodian must be given written notice of intention to expel.
2. The written notice must include (a) the reasons; (b) the opportunity to appear before the Superintendent or his designee to challenge the reasons; and (c) the date, time, and place of the hearing.
3. The hearing must be no sooner than three but no longer than ten days after the notice, unless an extension is granted.
4. If an extension is granted, the parties must be notified of the new time and place.
5. If the student has been expelled, the Superintendent must notify the parent, guardian, or custodian and the Board's treasurer in writing of the action within twenty-four hours. The notice must include (a) the reasons for the expulsion; (b) the right to appeal the action to the Board of Education.

## APPEAL TO BOARD OF EDUCATION

A student or his/her parent, guardian, or custodian may appeal a suspension or expulsion to the Board of Education or its designee. The Board may either review the case itself or appoint a designee. The student has the right to representation at the hearing. A parent does not present an appeal to the Board by merely appearing at a Board meeting. A notice of appeal must be given within ten (10) days of the imposition of the suspension. The hearing will be held in executive session unless the pupil, his/her parent, guardian, custodian, or attorney requests that the hearing be held in public. Even if an executive session is requested, formal action on the appeal must be taken in a public meeting. In the absence of a request for executive session, the Board may, after receiving the evidence in public, go into executive session before acting for the purpose of reviewing the evidence and the appropriateness of the discipline. The Board or its designee is required to make a verbatim record of the appeal hearings. A tape-recorded or stenographic record may be used. The record need not be reduced to writing unless the matter is further appealed. Decisions of the Board or its designee may be appealed to common pleas court.

## SPECIFIC RULES AND REGULATIONS

Violation by a student of any one or more of the following rules on school grounds and/or the properties partnered with LLSA (Lake YMCA, Mercy Medical Center, and Stark County District Library) or at school activities and events off school grounds may result in a verbal or written warning or reprimand, parental contact, or other disciplinary action, such as detention, extended detention, in school restriction, 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. The rules and consequences outlined in this handbook 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 extracurricular activities.
- 2. Destruction of School or Private Property:** A student will not cause or attempt to cause willful destruction or defacement of school or private property (including vehicles owned by the Board).
- 3. Unauthorized Bodily Contact, and/or Threat:** A student shall not by words, acts, or deeds threaten to commit, or have committed, acts of unauthorized touching, hitting, making physical threats, or other acts of intimidation against persons or property. Statements of threat are considered acts of violence with intent to affect the welfare and safety of others. Threats are taken seriously and will not be condoned.
- 4. Narcotics, Alcoholic Beverages and Drugs:** A student will not, during any (co)curricular or extracurricular school activity, possess, use, (offer to) sell, give, package, (attempt to) transmit, conceal, (attempt to) acquire, or show evidence of consumption of any alcoholic beverage, narcotic, intoxicant, inhalant, controlled substance, counterfeit controlled substance, unauthorized medication (including prescriptions and over-the-counter) or any other drug or substance that causes physical or mental change or possess paraphernalia that could be used to smoke, induce, ingest or use any said substance.  
\*\*\* Whenever a student is suspended or expelled from school in accordance with O.R.C. 3313.66 for the use or possession of alcohol or drugs, the superintendent is required to notify the superintendent of the county system. 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/E-cigarettes, or Products Associated with E-cigarettes or Vapor Pens (Vapes):** A student will not, during any (co)curricular or extracurricular school activity, possess, use, (offer to) sell, give, package, (attempt to) transmit, conceal, (attempt to) acquire, or show evidence of consumption of tobacco products, e-cigarettes or products associated with e-cigarettes or vapor pens (vapes) in school buildings, on school grounds, at any school related activity, or while riding to or from school in vehicles owned by the Lake Board of Education.
- 6. Profanity and/or Obscenity:** A student will not, by written, verbal, gesture, or other means, annoy or humiliate others or disrupt the education process by using profanity, obscenity, or acts of lewd behavior.
- 7. Truancy/Unexcused Absence/Excessive Tardies:** A student will comply with the compulsory school attendance laws. When a student is absent from school without a legal excuse, it constitutes truancy. This includes unexcused absences and/or tardiness from study hall, class or any other properly assigned activity.
- 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:
  - violates the dress code guidelines as outlined in this handbook
  - interferes with the student's health or welfare or that of others
  - causes disruption or directly interferes with the educational process
  - Appropriate dress is expected at all school activities

10. **Theft:** A student will not take or attempt to take into possession or have in possession the public property or equipment of the school district or the personal property of another.
11. **Extortion:** A student will not obtain or attempt to obtain another person's property, either by implied or expressed threat.
12. **Forgery:** A student will not falsify in writing the name of another person, times, dates, grades, addresses or other data on school forms, or correspondence directed to the school.
13. **Trespassing or Loitering:** A student will not be present in a school building or on school grounds at unauthorized times when his or her presence may cause disruption of an activity, function or the educational process.
14. **False Identification/Information/Inducing panic:** A student will not use or attempt to use false identification or information to mislead school personnel or induce panic amongst students and/or staff in any way.
15. **Breaking and Entering:** A student will not break and enter, or attempt to break and enter, school or private property either on school grounds or 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. **Academic Dishonesty:** Academic Dishonesty is prohibited and may result in a zero (no credit, no points) being recorded for the article of work involved and additional penalty may also be given.
19. **Fire:** Students are prohibited from the unauthorized use of fire, smoke or any incendiary device, including lighters, on school premises. Students are not to have a lighter in their possession on school property or at any school function.
20. **False Alarms:** Students involved in the act of initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without cause will be referred to the proper authorities and be suspended with the possibility of expulsion.
21. **Inciting Others to Violence or Disruption:** Students are prohibited to incite others by words, or deeds that directly result in violence or a disruption to the atmosphere of order and discipline necessary for effective learning. This includes harassment.
22. **Repeated Violations/ Persistent Misbehavior:** For repeated violations against the student code of conduct and/or persistent misbehavior, or other misconduct pertaining to any rules or regulations governing student conduct.
23. **Dangerous Weapons:** Students should not possess, use, sell, give, conceal, (attempt to) acquire or (attempt to) transmit dangerous weapons on school property, in school vehicles or at any school sponsored activity. Students who violate the policy will be subject to expulsion. The definition of a dangerous weapon shall include but not be limited to: any firearm, explosive device, ballistic knife, imitation weapon, straight razors, noxious irritant or poisonous gases (mace, etc.) poisons, zip-gun, incendiary device, stun gun, any knife, an impact device such as baton, nun chucks, metal knuckles, etc., drugs, or any other items possessed that may be used to use, sell, harm, threaten, or harass students, staff members, parents, or members of the school community.
24. **Harassment, intimidation or bullying** Any intentional written, verbal, or physical act that a student has exhibited toward another student or in coordination with others, 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. This intentional act also includes violence within a dating relationship. Prohibited activities, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. Permission, consent or assumption of risk by an individual subjected to hazing, bullying, and/or dating violence does not lessen the prohibition contained in this policy.
25. **Sexual Harassment:** Unwanted sexual advances or comments which may be verbal, nonverbal, or physical.

- 26. Cyber Bullying:** Any intentional written, verbal, or physical act that a student has exhibited toward another student or in coordination with others, 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.
- 27. Possession of electronic communication devices (cell phones).** Students are not permitted to display or use cell phones or any other communication devices during classes, study halls, or assemblies, unless given permission by the supervising teacher(s). Any electronic device or cell phone that is seen, heard, or used without authorization during these times may be confiscated by school personnel. Students who temporarily leave the classroom during any test or assessment may be required to leave their cell phone or device with the supervising teacher/staff member until they return. Failure to surrender a cell phone or device to a staff member upon request may lead to additional consequences for insubordination. Teachers and staff members are the ultimate and final authority with regard to the cell phone/electronic device policy in their classrooms. Cell phones and electronic devices may be searched by an administrator at any time if there is reasonable suspicion that a school policy or law has been violated. Actual phone calls/conversations from a personal cell phone are not to be conducted at any time between 7:28 a.m. and 2:10 p.m. each day. Students who need to speak on the phone should ask permission to use a phone in the school office and remain there until the conversation is over.
- 28. Violation of AUP/Laptop Policies:** Use of the LLSD network or laptops that directly or indirectly violates any part of the district Acceptable Use Policy (AUP) or laptop use policies will not be tolerated.
- 29. Other:** Failure to abide by other rules not listed above that may be established from time to time by the Board, Superintendent, or Principal.

**The superintendent has the authorization to expel a student for a period not to exceed one year for committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or property on any property owned or controlled by the board or at an interscholastic competition, extracurricular event, or any other school program or activity.**



# PROCEDURES/GENERAL INFORMATION

## 1. School Security Notice

Ensuring a safe and violence-free school environment is everyone's responsibility. Lake Local Schools encourages all members of the school community including students, parents, staff, and residents to be vigilant in reporting threats of violence or possession of weapons. The Student Conduct Code states: A student shall not by words, acts, or deeds threaten to commit, or have committed, acts of violence against persons or property. Statements of threat are considered acts of violence with intent to affect the welfare and safety of others. Threats are taken seriously and will not be condoned.

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

## 2. Computer Acceptable Use

All students must take responsibility for appropriate and lawful use of internet and network access. Please be advised that Lake Local Schools provides network and internet access to students and staff for educational uses only. Misuse or abuse of network policy may result in disciplinary action as described in the Lake Local Schools Computer Network and Internet Acceptable Use Policy and Agreement. The School District may also take other disciplinary action. Please refer to the Lake Local Schools Computer Network and Internet Acceptable Use Policy and Agreement posted in Final Forms. By signing for this handbook, you are acknowledging you have read, understand, and agree to abide by the terms of the Lake Local Schools Computer Network and Internet Acceptable Use Policy and Agreement.

## 3. Service Learning

Service Learning is not a requirement of graduation. It is an option offered to students who would like to participate. Students may earn one quarter credit per year for various in and out of school service and/or one-half credit per year for serving as a Student Mentor in the Freshman Mentoring Program. A maximum of one-half credit can be earned per year. A maximum of one credit may be accumulated during the four years as noted in the Course Selection Catalog.

## 4. Security Camera Use

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

## 5. Student Dress Code

Clothing should be clean, neat, in good condition, and worn appropriately. Clothing revealing undergarments is not permitted. Pants must be worn at the waist. Shorts, skirts, and dresses are permitted to be worn year-round, provided that they are no higher than 5 inches above the top of the kneecap in the front, as well as within 5 inches of the bend in the legs in the back, regardless of what is worn underneath them (i.e. leggings, tights, yoga pants, etc.). Shorts and / or skirts must be visible below the top that is being worn. Pants with holes or tears will adhere to the same "5 inch rule" that is in place for shorts, skirts, and dresses. Holes or tears in pants should not be higher than 5 inches above the top of the kneecap in the front, as well as within 5 inches of the bend of the leg in the back. Clothing that exposes the midriff is not permitted. Stomachs should not be visible. Shirts, tops, or any other articles of clothing that expose cleavage or undergarments are not permitted. Clothing exhibiting words, logos, symbols, trademarks, or other references to alcohol, drugs, sex, violence, profanity, cults, Satanism, or that may be considered disruptive to the learning environment are prohibited. Coats, hats, hoods, and other head dresses not associated with religious beliefs are not permitted to be worn in the school/classrooms. Upon entering the school, all hats, hoods, and sunglasses are to be removed. Nose studs are the only facial jewelry that will be permissible. Any other facial and tongue jewelry, including but not limited to, nose, eyebrow, and lip rings, is not permitted. All chains are prohibited. Any form of dress or hair style which is considered contrary to good hygiene or might have the potential to create a safety issue is not permitted. Hair should not cover a student's eyes. School issued uniforms and costumes are subject to approval by coaches, advisors, and administrators. Failure to abide by these rules may result in disciplinary consequences including required clothing change. The dress code may be enforced at all school related activities.

## 6. 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.

## 7. Searches and Investigations

Student lockers and similar property are the property of the Lake Local Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for students who occupy them. School lockers are subject to search by school authorities at any time and without warning. Principals and their designees are permitted to search the person and personal property (purse, book bag, cell phones, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases:

- a. There should be reasonable suspicion to believe that the search will result in obtaining evidence that indicates the student's violation of the law or school rules.
- b. Where evidence indicating that a student has violated the law is uncovered, law enforcement officials shall be notified.
- c. In cases where school officials believe a strip search is necessary, law enforcement officials should be called in to conduct the search.
- d. Student Vehicle: When the possession of illegal or dangerous items is suspected to be in a student's vehicle, the school official will ask the student to reveal the item suspected to be in the vehicle. If the student refuses to reveal the suspected item, the school official may call the police to investigate.

## 8. Interviews by Law Enforcement Agencies (Excluding School Resource Officers)

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control. Therefore:

- a. If possible, the parents or legal guardian of the student to be interviewed should be notified by the police before the student is questioned so that the parents may be present if they so desire.
- b. A school official will request to be present when an interview takes place within the school.
- c. When it is necessary to remove a student from school, after notifying the principal, the police authorities should notify parents. If the circumstances make it impossible for the police to make this notification to the parents, the school should do so.
- d. The police department should always be notified by the school principal whenever a student is involved in any type of criminal activity.

## 9. Driving to School

Driving to school is a privilege not a right. Lake Local Schools provides transportation to and from school each day. **ANY STUDENT DRIVING TO SCHOOL MUST HAVE A VALID DRIVER'S LICENSE, PURCHASE A PARKING PASS, AND REGISTER THEIR VEHICLE WITH THE ATTENDANCE OFFICE.** Students are not permitted to park in any Faculty, Handicapped, Public Library, YMCA, or Visitors spaces during school hours. Parking passes will be assigned based on seniority (seniors, juniors, sophomores). Students parking east of Market Avenue must use the tunnel to cross Market Avenue. Students driving to school will not be excused for absence or tardiness due to car related issues. In compliance with State law, student drivers under the age of 17 years old are not permitted to transport more than one person who is not a family member unless the driver is accompanied by his / her parent, guardian, or custodian. **STUDENTS ARE NOT ALLOWED TO LEND OR SELL THEIR PARKING PASS.** Students must display their parking pass on the vehicles rearview mirror. Students are to follow all driving laws such as but not limited to wearing a seat belt as well as not texting and driving.

Failure to abide by these guidelines, operate your vehicle in the proper manner, or adhere to the Student Code of Conduct may result in the loss of all driving privileges.

Unless excused by the office, students will not use their cars during the school day. Upon arrival, students are to lock their cars and proceed immediately into the building. Cars must be kept locked and valuables secured. The school will not be responsible for lost, stolen articles or damages to vehicles in parking areas.

No student is permitted outside the building, in the parking lot or in a car during school hours without permission from the office. Failure to comply may result in disciplinary action.

No student attending a career tech program is permitted to drive to the career tech program without prior written permission from the cooperating school and the Lake Middle High School office. Failure to comply may result in disciplinary action.

## **10. Advanced Placement Courses**

For the student who desires to take a college-level class at Lake Middle High School, we offer advanced placement classes in English Literature and Composition, English Language and Composition, Calculus, Physics, Chemistry, Computer Science, United States History, Economics, European History, Art, and Spanish. A student may, for a fee, elect to take the AP exam in May. A college may use the results of this exam to award college credit. However, sufficient enrollment is required for these courses to be offered.

## **11. Class Fees**

Fees for classes are listed in the course description book. These fees are subject to change based on possible increase in material. Fees will be billed at the end of the first marking period.

## **12. Eighteen-Year-Old Status**

Eighteen-year-old students will be treated the same as all other students and will be expected to conform to all school rules and regulations. Should they decide not to do so, they may exercise their option to withdraw from school.

## **13. Fire Drills and Tornado Drills**

When the fire bell rings, students with teachers at the head of the lines should leave by the nearest exits indicated by the directions in each room near the doors. Teachers should order windows closed and the last student out of the room should close the door. Progress should always be in one direction. In order to be able to hear necessary instructions during movement toward the exits, keep all talking and noise to a minimum. Move at a quick pace, but do not run. Students from the first rooms out of the exits should remain at the doors and see that they are held open. Students should move a safe distance from the building and should not block the path of incoming vehicles. If the office is warned of possible tornadoes, appropriate instructions will be relayed to all rooms. At the present time, the hallways have been designated as shelter areas. Students must proceed quickly, but in an orderly fashion, to the nearest wing of the building and assume the proper position (kneeling toward the wall with head covered with your hands). No one is to be in the gym, cafeteria, or any classroom. Notifications of tornadoes or of a drill will be handled through the office or administration.

## **14. Gym Lockers**

The school cannot be responsible for any articles taken from lockers. Students are advised to secure valuables in their school lockers prior to going to gym class. Do not use lockers other than those assigned to you without prior permission from the physical education teacher.

## **15. Hall Passes**

To move from one point in the building to another while classes are in session, students must have a hall pass. This must be signed by a member of the faculty. Study hall teachers will not excuse students to leave their room unless they have a valid pass. Misuse of a hall pass may result in disciplinary action.

## **16. Hall Traffic**

Students should keep to the right when passing in the hallways. Please avoid running, shouting, and congregating in the hall. DISPLAYS OF AFFECTION AND ABUSIVE LANGUAGE HAVE NO PLACE IN THE SCHOOL AND WILL NOT BE TOLERATED.



## 17. Hazing and Bullying

The Board of Education believes that hazing and bullying activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any school sponsored events. Hazing shall be defined for purposes of this policy as performing any act of coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying. Permission, consent, or assumption of risk by any individual subjected to hazing shall not lessen the prohibition contained in this policy. Administrators, faculty members, and other employees of the School District shall be particularly alert to possible situations, circumstances, or events which might include hazing or bullying. If hazing or planned hazing is discovered, the students involved shall be informed of the prohibitions contained in this policy and shall **be ordered to end all hazing activities or planned activities immediately**. All incidents shall be reported immediately to the Superintendent. Students will be held personally liable for civil and criminal penalties in accordance with law.

## 18. Lockers

All students will be assigned to a locker and given a combination. These lockers have built in locks which use a combination to open. Once a locker is closed, it automatically locks again. Please keep your locker closed when not using it so that the contents will not be disturbed.

The school cannot be responsible for any articles taken from lockers. Students are responsible for items in their own lockers. Do not use lockers other than those assigned to you without prior permission from the administration. **Lockers are the property of the Lake Local Board of Education and are subject to inspection at any time and without warning.** Students will be held responsible to remove any pictures, etc., from their assigned lockers at the end of the school year. Permanent markings or defacing of lockers will result in a fine being assessed.

## 19. Lost and Found

Articles lost and found should be promptly reported to, or turned in to the office. Large sums of money or valuable property should not be brought to school. The school will not assume responsibility for the losses in such cases.

## 20. Lost Textbooks

The main office collects payments for lost books and issues receipts for such collections. Teachers will not issue a second text without the presentation of such receipt. If the first text is found, a refund will be made. Students should keep their receipts.

## 21. Lunch Periods

Students will spend their lunch periods on school campus. Leaving school during a lunch period without permission may result in a suspension, Extended Detention or Loss of Privileges. Students are asked to follow the procedure below:

- All students will be assigned one lunch period. Students are to eat their lunches in the Cafeteria. When you are finished, you are to dispose of all trash and clean your eating area. Failure to do so will result in disciplinary action or Loss of Privileges.
- When not eating, students in grades 9-12 are permitted in the Field House, Hot Spot, Student Center, and SOC Steps. Students should not congregate in academic areas during their lunch periods.

## 22. Health Services

### Medical care

When an injury or sudden illness occurs at school, necessary first aid will be administered by clinic staff. Students will be sent to the school clinic to receive medical care by obtaining a pass from their teacher/staff member. Students will be assessed by clinic staff and care will be given as needed. If conditions warrant, the parent/guardian will be notified **Students are not permitted to contact their parent/guardian directly via phone or text to arrange transport home**. If the parent/guardian cannot be reached, the emergency form on file will be used to contact the person(s) designated by the parent/guardian.

### When a student should stay home / When a student can return after illness

**Fever**- a child with a fever should be kept at home until they are fever-free for 24 hours without medication. At school, we go by the guidelines from the Ohio Department of Health which considers a temperature of 100.0 F or above a fever and we will call you to pick up your child from school.



**Diarrhea/Vomiting**- please keep your child home from school until they have not had an episode of diarrhea or vomiting for 24 hours.

**Pinkeye**- a child with pinkeye is considered contagious and should not be in school until they have completed 24 hours of prescribed eye drops.

**Strep throat**- a child with strep throat should stay at home until they have completed 24 hours of the prescribed antibiotic treatment.

**Head lice**- a child with head lice cannot return to school until the hair has been properly treated with a proper lice-killing shampoo. The child will be checked by the clinic staff upon return to school. A second treatment should be given 7 days after the first to complete removal of lice.

### **Medications at school**

All medication will be kept in the school clinic. The only medication students are permitted to carry on themselves are inhalers and epinephrine auto-injectors with a self-carry authorization form signed by his/her physician. In order to receive medications at school, students must have the proper medication authorization forms completed. Students who receive prescription medications must have the Prescription Medication Request form completed and signed by the student's physician and parent guardian. This form can be obtained from the school clinic or on [lakelocal.org](http://lakelocal.org) under the Health Services tab. Students who are to receive nonprescription (over-the-counter medications) must either:

- have the permission to dispense OTC medications on Final Forms section completed
- or the Over-the-Counter Medication Request form completed and signed by the parent/guardian. This form can be obtained from the school clinic or on [lakelocal.org](http://lakelocal.org) under the Health Services tab.

No medications will be given to students by school personnel without the parent's/guardian's permission. The parent/guardian must notify the school if there is any change in the medication instructions. All medications, including topical ointments, must be provided by the parent/guardian and be in the original container labeled with the student's name and dosing instructions. It is advised that medication be brought to the school by the parent/guardian. School personnel cannot administer expired medication. It is the responsibility of the parent/guardian to retrieve any remaining prescription medication at the end of the school year. Over-the-counter medication that does not expire over summer break can be kept at school to be available the following school year.

### **Immunizations**

According to state law, students who do not have immunization/vaccination documentation or alternative requirements according to Ohio Revised Code section 3313.671 on file, will not be permitted to attend school. Students who present a written statement from their parent or guardian declining to have their child immunized for reasons of conscience, including religious convictions, are not required to be immunized. A student must be excluded from school if an outbreak of a disease for which the child has not been immunized occurs.

### **Health screenings**

Health screenings for students in grades 7, 9, and 11, as well as all new students, will be completed unless the parent/guardian requests otherwise. This is typically done in the fall and consists of hearing and vision screenings. The screenings will be completed according to the State of Ohio guidelines. Notification of results will only be sent those students who DO NOT pass the screening. Please contact the school nurse with any questions or concerns.

## **23. Officers of Organizations**

Students are encouraged to participate in as many activities as is feasible for them. Students may be an officer in only one activity, including class office or student council. They must maintain a 2.7 GPA and they must secure the signature of two teachers to be eligible to run for office. Any officer of any organization may be removed from said office if they are suspended from school.

## **24. Property Damage**

We ask that you exercise sound judgement in treatment of LLSD property. Every reasonable precaution should be taken to prevent the marring or damaging of the school building, furniture, or equipment. Since we are all proud of our building, students must refrain from defacing or marking the building furniture or equipment if we are to maintain the building. Intentional damage done to property of the LLSD will not be tolerated.

Consequently, anyone found guilty of defacing or destroying the property or equipment will be dealt with accordingly.

## 25. Publications

The yearbook is part of the school curriculum. Therefore, they are subject to the scrutiny of the administration.

## 26. Safety Glasses

State law requires the use of safety glasses when performing certain activities. Information regarding the purchase and use of these glasses will be given by the teacher requiring them.

## 27. School Day

The school day for students begins at 7:28 a.m. and ends at 2:10 p.m. Students will not be permitted to loiter near the building, cars or parking lots after arriving at school. Once they enter the school building, students are not permitted to leave without authorization.

## 28. Sexual Harassment

Sexual harassment is prohibited because it violates federal and state laws. Sexual harassment is a kind of discrimination. It means that someone is treated differently because of his or her sex. It is behavior or words that:

- Are directed at a person because of his or her sex;
- Are uninvited, unwanted, and unwelcome;
- Cause a person to feel uncomfortable or offended;
- Create an environment that makes learning difficult.

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

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

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

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

- Comments about body parts or rating people's bodies;
- Sexual suggestions or threats;
- Lewd, suggestive and or sexually oriented comments or suggestions;
- Jokes of a sexual nature;
- Using sexual orientations (homosexuality or bisexuality) as an insult;
- The spreading of sexual rumors about a person (for example, calling a person gay or lesbian).

**Nonverbal sexual harassment includes:**

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

**Sexting:**

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

**Remember, if sexual remarks or behavior are UNINVITED, UNWELCOME, OR UNPLEASANT TO THE OTHER PERSON, it will meet the definition of sexual harassment. Sexual harassment is unfair, disrespectful, and has no place in school.** If you feel that you are being sexually harassed, report it immediately to your school counselor or to a school administrator. Any person who engages in sexual harassment will be subject to disciplinary action.

### **29. Signs and Posters**

All posters are to be approved in the main office before being put up. Students placing posters in the building are responsible for their removal.

### **30. Student Fees**

A student will not receive his/her report cards, transcript, or diploma if he/she has any outstanding fines or fees.

### **31. Student Releases from Classes**

1. Students may be released from study hall when working under the supervision of another teacher in the building, providing that the student obtains a "hall pass" from the other teacher prior to the study hall for the period needed. The student must present the pass to the appropriate study hall teacher at the start of the period.
2. Students are not to be excused from their regular classes and should not request an excuse from their classroom teacher, especially for participation in extra or curricular activities.
3. If you need a pass to see the Principal or guidance counselor, you must obtain the pass. Do not report directly to the administration to get a pass except in cases of emergency.

### **32. Study Hall Procedures**

1. Students are to report to the study hall assigned at the proper time and take their assigned seats.
2. Study hall teachers/aides will be in charge and their directions are to be followed.
3. Students reporting to study hall will be prepared to study with adequate material to keep busy the entire period.
4. Talking and socializing after the bell rings will not be permitted.
5. Students possessing valid excuses from study hall to the guidance office, attendance office, or teacher assignment should present their excuse to their study hall teacher at the start of the period for which they are being excused.

### **33. Telephones**

Students will not be called to the phone except in cases of emergency. Students will not be called to the phone except for a parent or guardian. School phones are for school business and for emergency use only.

### **34. Visitors**

Student visitors are not permitted at Lake Middle High School. If there is an unusual situation, permission may be granted by a High School Administrator. All visitors of Lake Middle High School must enter, sign in, produce valid picture ID and wear a Visitors Badge. Students should not allow other students or visitors to enter the building through any door at any time without explicit permission from authorized personnel.

### **35. Cellular Telephones/Electronic Communication Devices**

See Cell phone/Electronic communication device policy as outlined in the Student Code of Conduct. The initial time a phone or device is confiscated, the student may pick it up at the end of the day from the attendance office and one detention may be issued. Subsequent confiscations will result in school consequences and require parents to pick up the phone. Repeat offenses will result in further disciplinary consequences.

### **36. Headphones, Earbuds, and AirPods**

Headphones, Earbuds, and AirPods may only be used by students during free times or at the discretion of the teacher/advisor, otherwise they may be confiscated.

### 37. Assemblies

Assemblies represent a welcome change from the regular school routine. Please be respectful to the people on stage. All whistling, booing, catcalls, and similar disorderly conduct are discourteous, and will not be tolerated. Student groups may not assemble without a faculty member being present in an advisory or supervisory capacity. Groups of students who are not sponsored by a member of the faculty and authorized to function may not hold meetings in the school as a school organization.

### 38. Academic Dishonesty

One form of academic dishonesty is cheating. Examples include:

- copying other students' work or allowing another student to copy work
- looking at other students' papers for answers
- viewing a test in advance, using notes during a test
- changing answers on a quiz or test
- stealing class assignments from other students and submitting
- doing class assignments for other students

Another type of academic dishonesty is plagiarism. Plagiarism means using someone's words and/or ideas and presenting them as original. Plagiarism may be intentional or unintentional.

Unintentional plagiarism means the writer has failed to master skills in summarizing, paraphrasing, and/or quoting. It may also mean that the writer has cited incorrectly or not at all. Intentional plagiarism means that the writer has chosen to cheat in one of the following ways:

- buying a paper which was written by someone else
- using a paper in which part or all of it was written by someone else
- copying a paper electronically through the Internet, etc.
- Deliberately copying or paraphrasing sections of a published work without proper citation

The consequences for violation of academic dishonesty may consist of, but not be limited to, the following:

**Cheating: No credit for the assignment**

**Unintentional Plagiarism: Reduced grade**

**Intentional Plagiarism: No credit for the assignment**

**\*\* Second Offense – Cheating/Plagiarism: No credit for the course**

### 39. Food Service

Lake Middle High School offers a full lunch program. You can choose between a hot lunch entrée and an a la carte line that offers sandwiches, pizza, salads, fruits, soups, desserts, etc. Students in severe financial difficulty may be eligible for free or reduced lunches. Applications for free or reduced lunches are available from the main office.

### 40. Bus Service

Lake provides bus transportation for all students. Bussing concerns should be directed to the district transportation office (330-877-7551). Remember, your bus driver is responsible for the lives of all the students on his or her bus. It is imperative that you respond to the directions of your driver and abide by the rules listed below.

1. Bus drivers are in charge of behavior on the bus and students should follow instructions issued by the driver.
2. Students should be at bus stops before their scheduled pick up time to allow the driver to operate on schedule
3. Students must maintain classroom discipline on the bus. No eating or drinking is permitted. No parts of the student's bodies are to be extended out of the bus windows.
4. Students must ride their assigned bus and use their own bus stop unless permission is obtained from the building Principal.
5. Alcohol, drugs, or products associated with smoking/vaping etc. are NOT permitted on the bus or at bus stops.

6. Firearms, explosives, or illegal materials are NOT permitted on the bus.
7. Live animals or objects too large to fit on a student's lap are NOT permitted on the bus.
8. Students or their parents will be financially responsible for damage done to buses.
9. Violations of these rules may result in discipline or suspension of bus riding privileges.

#### **Discipline for Bus Misconduct**

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

#### **41. Semi-formal and Formal Dance Guidelines**

Dance attire for semi-formal and formal (Prom) dances should be appropriate for a school setting. Attire must accommodate dance movements without resulting in overexposure. **Inappropriate dress will result in denial of access to the dance or removal from the dance. Any questions about proper attire are best addressed with an administrator prior to the dance event. Formal dance attire would prohibit items such as: T-shirts, shorts, cutoffs, or jeans). For Prom, a tuxedo or suit jacket with tie is recommended.**

## **LLSD ISSUED STUDENT LAPTOPS**

We are pleased to provide laptops for our students. We realize that in a 21st Century workplace, it is critical for students to understand how to effectively use technology. As with any technology, there are expectations for proper care, handling and use. Identification labels placed on LLSD issued laptops **are not to be removed or modified**. If they become damaged or missing the IT Support Staff should be contacted for replacements. The laptop that has been issued to each student is, and at all times remains, the property of Lake Local Schools and is herewith being loaned to the student for educational purposes only for the academic school year, and must be used in accordance with the Policies and Procedures contained herein, the Student Code of Conduct, the District Acceptable Use Policy, and any applicable laws. **Use of the issued laptop, as well as access to the computer network, the Internet and email are a privilege and not a right.** The computer and accessories are provided for educational purposes only, and are intended to support the learning objectives of Lake Middle High School. Students and/or their families have the option of purchasing insurance through the LLSD for a onetime, non-refundable fee of \$50 (payable upon the issuance of the laptop).

The machines are fully warranted, although the warranty does not cover misuse of the laptop. Insurance is optional, although those choosing not to purchase insurance will be fully responsible for damage to their laptop as a result of an accident or negligence at a cost of approximately \$700 (the replacement cost of the laptop). Occasionally, unexpected problems occur with the laptops that are not the fault of the user (computer crashes, software errors, etc.). The Lake Local Informational Technology (IT) Help Desk will assist students with resolving these problems. These issues will be remedied at no cost. Students are expected to report any damage to their computer as soon as possible or at minimum, within a **24-hour period**. Temporary replacements, known as "swaps", are available so that learning is not disrupted by the repair process. Students are responsible for the care of the swap while issued to them. The same laptop use policies and regulations outlined below apply to swaps.

#### **LAPTOP USE**

1. Each computer is assigned to an individual student. Students should never "swap" or "share" their computer with another student. Laptops should be in a student's possession or secured in a classroom at all times.
2. Students are not to share their password with other students. Passwords should always be kept confidential.
3. Students are responsible for bringing their laptop, **fully charged**, to school each day.
4. Students are not permitted to download or install any software without the permission of the District IT staff.

5. Students are prohibited from downloading or installing illegal music/movies or other copyrighted material. Additionally, altering or modifying the original pre-set software image without teacher permission is prohibited. Examples include but are not limited to:
  - a. Loading unauthorized software applications
  - b. Changing the computer name
  - c. Altering pre-loaded applications
  - d. Altering security & filtering software
  - e. Changing or attempting to change, add, delete, access, or modify other user accounts on any school-owned device.
6. Students are prohibited from using the webcam for non-educational purposes without prior approval from teachers and/or administrators. Inappropriate use of the camera will result in disciplinary action.
7. The district/school may periodically check devices including browser history and email correspondence for unauthorized or inappropriate use or materials without warning.
8. Students should immediately report any inappropriate or careless use of a device to a teacher or other staff member.
9. Students must comply with all requests to turn over the issued laptop and equipment by teachers or administrators. Failure to do so could result in disciplinary action.
10. If the computer is lost or stolen, it should be reported immediately. The student/guardian will be responsible for the entire replacement cost of the laptop, case, and power adapter.
11. If the computer is damaged or not working properly, **it must be turned into the District Technology Staff for repair or replacement.** Students/guardians are not authorized to attempt repairs themselves or contract with any individual or business for repair of the laptop.
12. The LLSD does not have control over information found on the internet. **It is the parent/guardian's responsibility to supervise the information that a student is assessing from the internet while at home.**

## **COST OF REPAIRS OR DAMAGE**

When repairs for accidental damage are needed, there is no charge to students who have purchased insurance for the first accidental repair. The second repair is a **\$50 charge, payable once the laptop is repaired and returned.** The third repair is a **\$100 charge.** After the third repair students will lose their take home privileges. If a fourth repair is needed, the fee will be the **entire cost** of the repair. ***For students choosing not to purchase insurance, they will assume the entire cost of repair or replacement in the event a laptop is damaged.***









## **PBIS**

PBIS (Positive Behavioral Interventions and Supports) is a process for creating safer, more effective schools by decreasing or eliminating less desirable behaviors while putting an emphasis on promoting positive actions. PBIS is implemented in three tiers, with Tier 1 focusing on setting and teaching behavioral expectations in all areas of the school including the classrooms, cafeteria, hallways, buses, and restrooms. Tier 2 and Tier 3 guide educators as they focus more closely on the needs of smaller groups or individual students as they work to promote acceptable behaviors rather than list consequences for those acts that might not be appropriate. Our school will collect data throughout the school year which will then be used by administrators, teachers, staff, and our Lake PBIS team to identify, adjust, and effectively implement practices and processes that are appropriate for our school.

The following pages outline the building-wide expectations that have been established by the Lake Middle High School PBIS Team and will be discussed, taught, and modeled by the LMHS faculty, staff, and students.

# Blue Streak Expectations

## Be #GreatatLAKE

<b>Be Responsible</b> (For Yourself)	
<b>All Areas</b> <ul style="list-style-type: none"><li>*Accept ownership of your actions</li><li>*Be on time &amp; prepared</li><li>*Represent yourself well</li></ul>	
<b>Learning Areas</b> <ul style="list-style-type: none"><li>*Be an active learner</li><li>*Advocate for yourself</li><li>*Have laptops charged</li><li>*Be on Task</li></ul>	
<b>Restrooms</b> <ul style="list-style-type: none"><li>*Go, flush, wash, leave</li></ul>	
<b>Cafeteria</b> <ul style="list-style-type: none"><li>*Reduce waste &amp; recycle</li><li>*Clean up after yourself</li><li>*Follow staff instructions</li><li>*Be orderly &amp; patient</li></ul>	
<b>Hallways</b> <ul style="list-style-type: none"><li>*Be where you are supposed to be</li><li>*Walk with a purpose</li></ul>	
<b>SOC &amp; Student Center</b> <ul style="list-style-type: none"><li>*Limit distractions</li><li>*Utilize time wisely</li></ul>	
<b>Transportation</b> <ul style="list-style-type: none"><li>*Use designated parking lot &amp; spaces</li><li>*Keep track of personal property on the bus</li><li>*Know your transportation information</li></ul>	
<b>Virtual Space</b> <ul style="list-style-type: none"><li>*Consider outcomes of your actions</li><li>*Verify the source</li><li>*Maintain academic honesty</li><li>*Be time conscious</li></ul>	

# Blue Streak Expectations

## Be #GreatatLAKE

<b>Be Respectful</b> (Of Others)	
<b>All Areas</b> <ul style="list-style-type: none"><li>*Keep it clean</li><li>*Respect property of others</li><li>*Think before you speak</li><li>*Greet classmates and staff</li></ul>	
<b>Learning Areas</b> <ul style="list-style-type: none"><li>*Allow others to learn</li><li>*Professional courtesey</li><li>*Be on time &amp; prepared</li><li>*Consider the views of others</li></ul>	
<b>Restrooms</b> <ul style="list-style-type: none"><li>*Honor the privacy of others</li></ul>	
<b>Cafeteria</b> <ul style="list-style-type: none"><li>*Handle food appropriately</li><li>*Use proper table manners</li></ul>	
<b>Hallways</b> <ul style="list-style-type: none"><li>*Be aware of classes in session</li><li>*Walk to the right</li><li>*Keep hands to yourself</li></ul>	
<b>SOC &amp; Student Center</b> <ul style="list-style-type: none"><li>*Return furniture to where it belongs</li><li>*Professional courtesey during presentations</li></ul>	
<b>Transportation</b> <ul style="list-style-type: none"><li>*Obey all traffic laws</li><li>*Follow bus driver instructions</li></ul>	
<b>Virtual Space</b> <ul style="list-style-type: none"><li>*Instructional use only during school hours</li></ul>	



# Blue Streak Expectations

## Be #GreatatLAKE

<b>Be Safe</b>	
<b>All Areas</b> <ul style="list-style-type: none"><li>*Maintain personal space</li><li>*Follow lockdown &amp; evacuation procedures</li><li>*See something say something</li><li>*Listen for announcements</li></ul>	
<b>Learning Areas</b> <ul style="list-style-type: none"><li>*Begin &amp; end class in assigned seats</li><li>*Keep aisles clear</li></ul>	
<b>Restrooms</b> <ul style="list-style-type: none"><li>*Practice good personal hygiene</li><li>*Maintain a phone free space</li><li>*Report concerns</li></ul>	
<b>Cafeteria</b> <ul style="list-style-type: none"><li>*Remain seated</li><li>*Clean up messes &amp; spills</li><li>*Push in chairs</li></ul>	
<b>Hallways</b> <ul style="list-style-type: none"><li>*Keep hands &amp; feet to yourself</li><li>*Know your surroundings</li><li>*Travel with traffic</li></ul>	
<b>SOC &amp; Student Center</b> <ul style="list-style-type: none"><li>*Use stairs &amp; furniture appropriately</li></ul>	
<b>Transportation</b> <ul style="list-style-type: none"><li>*Drive defensively</li><li>*Follow all bus safety rules</li></ul>	
<b>Virtual Space</b> <ul style="list-style-type: none"><li>*Keep personal information private</li><li>*Review content before posting</li><li>*Report alarming content</li></ul>	

# ATTENDANCE

The administration of Lake Middle High School encourages all students to attend school every day. Continuity of education is achieved through regular attendance

## Student Attendance Procedures

Rationale:

1. State Law requires, with limited exceptions, regular attendance of all students under 18 years of age.
2. Regular class attendance is essential if learning is to take place. The instructional process requires a continuity of instruction, regular classroom participation, and consistent study in order to reach the goal of maximum educational benefits for each student. Thus, frequent absences and truancy cannot be permitted.
3. The school administration reserves the right to determine whether or not an absence from school is excused.

## STUDENT ABSENCES AND EXCUSES

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students in the state of Ohio may be excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. need to be at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
4. death in the family (applies to absences of up to 18 school hours or approximately 3 school days) unless a reasonable cause may be shown for a longer absence);
5. quarantine for contagious disease;
6. religious reasons and/or observance of religious holidays consistent with a student's truly held religious belief;
7. travel out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours or approximately 4 school days);
8. college visitation;
9. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
10. absences due to a student being homeless; or
11. as determined by the Superintendent.

Absences due to reasons not listed above may be marked as unexcused.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up missed work. Students with excused absences may complete missed work for credit and will have the same number of days to complete work as the number of excused absences. Students with unexcused absences may not complete work for credit, but are expected to stay current with the rest of the class. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness. Students attending other schools through the Career Tech Prep program must adhere to that school/program's attendance policies and will also be held accountable for adhering to the attendance policies of Lake Middle High School.

***\*\*Per HB 410, after 92 hours of accumulated absence, the administration requires medical documentation to avoid pursuing any attendance concerns through the legal system. The administration reserves the right to count any absences beyond 92 hours of accumulated absence as unexcused if medical documentation is not provided.***

## DEFINING ABSENTEEISM

The primary responsibility for school attendance is placed with the parent(s)/guardian(s). The parent is responsible for permitting only those absences that can be excused in accordance with Ohio Revised Code and the regulations of the Lake Local Schools.

A student is deemed "excessively absent" from school when the absences occur with or without a legitimate excuse for 38 or more hours (approximately 6 school days) in one school month or 65 or more hours (approximately 10 school days) in one school year. Parents are notified in writing that the student is defined as "excessively absent" from school and may be referred to community resources. The district will follow its plan for absence intervention.

A student is considered to be "habitually truant" from school when the absences occur without a legitimate excuse for 30 or more consecutive hours (approximately 5 school days), 42 or more hours (approximately 6.5 school days) in one month, or 72 or more hours (approximately 11.5 school days) in a school year.

Upon failure of the responsible adult to cause the child's attendance at school, if the child is considered "habitually truant," the Board shall initiate action by the Absence Intervention Team to develop an absence intervention plan, which may include:

Provision of a truancy intervention program, requesting or requiring a parent or guardian, or other person having care of a habitual truant to attend parental involvement programs, notification of the registrar of motor vehicles under ORC 3321.13, or taking legal action pursuant to ORC 2919.222, 3321.20, or 3321.38.

If the student does not make progress on the absence intervention plan or continues to be excessively absent, the district will file a complaint in juvenile court (ORC 3321.19). The complaint shall allege that the child is unruly for being habitually truant, or is a delinquent child for being habitually truant who previously has been adjudicated an unruly child for being habitually truant; and the parent, guardian, or other person having care of the child has violated ORC 3321.38.

## NOTIFICATION PROCEDURES

ONLY Parents and legal guardians may report a child off school. Parents and legal guardians are required to notify the school building where their child attends if he/she will be absent for any part of the school day or a full school day. Please contact the buildings at the following phone numbers with this information: student's name, student's grade or homeroom teacher, the reason for the absence, and the parent's name making the call.

Lake Primary School 330-877-4298

Lake Elementary School 330-877-4276

Lake Middle High School 330-877-4762

## WHEN RETURNING TO SCHOOL AFTER ABSENCE

A student should provide a written excuse to the attendance office when returning to school after an absence. The excuse should designate the day(s) absent and the reason for the absence. When returning from an excused absence, it is the responsibility of the student to contact his/her teachers to arrange for make-up work. As a guideline, the student will have one day for make-up work for each day missed. **Previously announced quizzes, tests, assignments and projects must be taken and/or submitted immediately upon the student's return to school.** Students who are in attendance for only part of a day should turn in any assignments that are due on that day, regardless of whether or not they are in attendance for that particular class. (i.e. Paper due 6th period, leaving 3rd period. Paper should be turned in.)

## ATTENDANCE OFFICE

All students reporting to or leaving school, other than at the regularly scheduled times, must report to the attendance office for a pass. If a parent/guardian needs to have a student dismissed early for any reason, the attendance office must be notified in advance. The parent/guardian should send a note with the student's name, time of dismissal, and reason for dismissal. If a last minute emergency arises, the parent/guardian can call the attendance office at (330) 877-4762. Once the attendance office has been notified of the request, the student will be issued a blue **Early Dismissal Form**. This form will indicate the time the student is to leave. A student may not leave the building until they have this blue form or disciplinary action may be taken.

## TARDINESS

- **To School:** Students not in their first period class when the bell begins to ring will be considered tardy. Students who are late to school any time are to report to the attendance office. Tech Prep students who are late are to report to the main office and remain in the office for the next bus.
- All cases of tardiness will be recorded. Since tardiness is related to attendance, it is imperative that students sign in at the Attendance Office if they arrive any time after the tardy bell. Otherwise the student is officially marked absent. Beginning with the FOURTH tardy to school **each semester prior to 8:00 am**, the student will receive a detention for each tardy. Beginning with the SEVENTH tardy to school **each semester prior to 8:00 am**, the student will receive three detentions or Loss of Privilege, and starting with the TENTH tardy **in a semester prior to 8:00 am** the student will receive an Extended Detention, or other disciplinary action deemed appropriate by the administration.
- Students who have Late Start or who are arriving at Lake Middle High School from a Tech Prep program will receive consequences per tardy guidelines outlined above.
- **To Class:** A student failure to produce a pass signed by a school authority means the student has no authorized reason for the tardiness and the tardiness is unexcused. A detention may be given anytime a student is late to class after first period at the discretion of the teacher.
- Students arriving tardy after **8:00 am** may be subject to other consequences including EXTENDED DETENTION, ISR or OSS.
- **TARDINESS OR ABSENCES WILL NOT BE EXCUSED BECAUSE OF CAR TROUBLE OR OVERSLEEPING.**

## ARRIVAL AT SCHOOL

Upon arrival at school, students are to remain on school grounds and within supervised areas for the remainder of their school day. Students are not permitted to leave the school building or school property without authorization.

## ATTENDANCE OR PARTICIPATION AT EXTRA-CURRICULAR AND CO-CURRICULAR EVENTS

In order to participate in any extra-curricular or co-curricular activity, a student must be in attendance the entire day. Any exceptions must be approved by an administrator.

## EARLY RELEASE/LATE START

The only students who may have early release or late start are juniors and seniors who meet and maintain privilege status, juniors and seniors that serve as mentors and those students who are involved in a cooperative work program (CBIP, Marketing, or Career Tech) or students that have been approved for early release or late start in writing by an administrator.

## MEDICAL APPOINTMENTS

Students desiring to be excused for medical or dental appointments should present a written excuse to the attendance secretary from the parent or guardian prior to the first period class or during homeroom on the day of the appointment. The request should state the reason for the student to be excused, dismissal time, and the phone number where parents may be reached for confirmation. All notes may be verified by the Attendance Office. Students must present verification from the practitioner when returning from an appointment in order for an absence to be considered a medical excuse.

Students should not be absent a whole day to meet medical or dental appointments, unless absolutely necessary. Dental or medical appointments should be made after school hours, if possible. Students are reminded to sign out and in with the attendance secretary when leaving and returning to school. Failure to do so could result in disciplinary action.

## VACATIONS

The Board of Education does not encourage students being excused from school for vacation or non-emergency trips out of the district. The responsibility for taking a student out of school for vacation or non-emergency trips rests with the parent. A Pre-arranged absence form from the attendance office for vacation or a College Visit form for college visits must be completed with the proper signatures in advance for credit to be given on work missed. 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 he/she is absent. Non-compliance with policy will result in an unexcused absence for the student.

## **LOSS OF DRIVING PRIVILEGES**

The following process may be utilized for the suspension of driving privileges due to unauthorized withdrawal, absent without legitimate excuse for more than ten consecutive school days or at least fifteen total school days, suspension or expulsion for drugs or alcohol, or dangerous weapons on school property:

1. Local Superintendent/designee notifies County Superintendent/designee of unauthorized withdrawal within 3 days.
2. County Superintendent/designee will notify BMV and juvenile judge.
3. Only directory information should be given to BMV by the County Superintendent/designee (name, address, date of birth, school district). Use social security number only if parental consent is received.
4. County Superintendent/designee will notify juvenile court in county in which school district is located.
5. If student files a petition requesting a hearing in juvenile court due to an error, the County Superintendent/designee and the Lake Local Superintendent/designee will provide whatever evidence is necessary to substantiate student withdrawal.
6. If requesting, the County Superintendent/designee and local Superintendent/designee will appear at hearing to provide evidence of withdrawal.

## **STUDENT ALCOHOL, TOBACCO AND OTHER DRUG USE (ATOD)**

It is a primary objective of the Lake Local Schools to assure that the education of all shall proceed in an efficient, orderly, and non-disruptive manner. With this in mind, students should not knowingly possess, (offer to) sell, give, package, (attempt to) acquire, or otherwise (attempt to) transmit, or show evidence of alcohol, tobacco, or other drugs of any kind, the possession of which is prohibited by law. The sale, use, transmission or possession of any alcoholic beverage, intoxicant, narcotic, inhalant, tobacco (including all forms of e-cigarettes, vapes and associated products), controlled substance, counterfeit controlled substance, or any other drug (including prescription and over-the-counter medications that otherwise should be kept locked away under the supervision of school employees) on school premises is an obstacle to that objective. The above stated actions interfere with the rights of students to receive quality academic instruction. While student drug education will continue to be made available, such measures should be viewed as instructional or rehabilitative and will not ordinarily be considered as an alternative to the disciplinary measures specified in this document.

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

### **STATEMENT OF POLICY REGARDING STUDENTS**

Students of the Lake Local School District shall not knowingly possess, use, (offer to) sell, give, package, (attempt to) acquire or otherwise (attempt to) transmit, or show evidence of consumption of alcohol, tobacco, or other drugs of any kind, the possession of which is prohibited by law. This includes all substances listed above as well as anabolic steroids. It encompasses all forms of tobacco including snuff or chewing tobacco, cigars, cigarettes, pipes, e-cigarettes, vapor pens (vapes of any kind), or any other substance containing tobacco, nicotine, or substances or paraphernalia associated with any of these substances.

Narcotics and drugs are defined as any narcotic, drug, medicine or pill, chemical preparation, plant, seed, or derivative thereof, hallucinogen, barbiturate or amphetamine nature. The use, sale, (attempted) transmission of the same is strictly prohibited. Possession of the same for personal use shall not constitute a violation if it can be shown that the same has actually been prescribed by a duly licensed physician. In this event, the substance must be stored and maintained by school personnel and in its original packaging. This policy also applies to counterfeit drugs, commonly called Look-alikes, i.e., no student shall knowingly possess, make, (offer to) sell, give, package, (attempt to) acquire, (attempt to) transmit, or show evidence of a counterfeit (look-alike) substance. The above-mentioned substances may not be:

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

## **A. Drug Paraphernalia**

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

## **B. Do Drug Messages**

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

## **C. Breathalyzers**

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

## **D. Locker and Personal Searches**

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

1. **Locker Search:** When the possession of illegal or dangerous items is suspected, a school locker may be searched. When students are found in possession of prohibited or potentially harmful substances, or drug paraphernalia and/or instruments, the student will be removed from classes for that day and the parent(s) of the student will be notified immediately. The student and parent(s) will meet with appropriate school officials.
2. **Personal Searches:** When the possession of prohibited or dangerous items is suspected to be on a student's person, the school official will ask the student to reveal the item suspected to be on his/her person. If the student refuses to reveal the suspected item, the school official shall call the police to investigate.
3. **Student Vehicle:** When the possession of prohibited or dangerous items is suspected to be in a student's vehicle, the school official will ask the student to reveal the item suspected to be in the vehicle. If the student refuses to reveal the suspected item, the school official may call the police to investigate.

## **E. Student Responsibilities**

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

## **F. Staff Responsibilities**

Staff in the Lake Local School District will be made aware of their responsibilities for educating, counseling, and reporting all cases of ATOD use to the appropriate school administrators. Staff members will report to the building administrators alleged possession, use, sale, transmission, packaging, or otherwise related evidence in relation to any items mentioned under this policy. Staff will be provided with information and procedures to allow them to fulfill their responsibilities.

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

It is the responsibility of the school administrators to inform students, staff, and parents concerning the ATOD abuse policy of this school district. The student handbook is not intended to or assumed to be all-inclusive. Compliance with the standard of conduct is mandatory. Notice of penalties will be provided to students, parents, and/or guardians, and staff members.

Except as between the persons directly involved in the students' education and except as otherwise provided herein, all matters concerning reports of violation of this policy shall be and remain confidential.

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

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

## **DISCIPLINARY PROCEDURES**

The actions taken by administration shall be considered routine disciplinary measures for each category and occurrence of offense and shall be administered in accordance with the policies and regulations of the Lake Local Schools. By routine disciplinary measures, it is understood that every situation is unique and that the administrative team has the final say in any and all consequences issued. In incidents where extreme violations occur the school administrator may act in favor of stronger measures such as longer suspensions (not to exceed ten (10) days), expulsion, or other appropriate measures. Similarly, the school administrator, may, at the hearing, consider matters in mitigation of the routine disciplinary measures. School administrators will see that disciplinary sanctions are consistently enforced.

### **A. Selling, Supplying or Transmitting:**

Selling, supplying or transmitting any quantity of intoxicants, tobacco, illegal drugs, look-alike drugs, or any other substance described in this policy may be treated as a more serious offense in terms of school discipline. A student will not, during any curricular or extracurricular school activity, possess, use, conceal, (attempt to) sell, (attempt to) acquire, transmit, or show evidence of consumption of any alcohol beverage, dangerous drug, narcotic or any substance outlined in this policy that causes physical or mental change. All staff members in the Lake Local School District shall be informed of their responsibility for reporting and liability for not reporting all information and administrative procedures necessary to fulfill their responsibilities.

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

### **B. Loss of Driving Privileges:**

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

## **GRADING**

Grading is a means of communication used by teachers and directed to students and their parents for the purpose of indicating progress and scholastic achievement. An effective grading system should motivate and challenge each student to strive toward maximum educational growth.

### **DETERMINING NINE-WEEK GRADES**

**Teacher discretion remains the determinate as to whether points, percentage, or letter grades are used to determine the nine-week grade.**



## GRADING SCALES

LMHS General Scales					CCP with +/- Scales (i.e., Kent)				CCP without +/- Scales (i.e., Stark State)			
%	Letter Grade Equiv.	All GPA's are NON-Weighted	Honor Weighted for Class Rank Only	AP Weighted for Class Rank Only	Letter Grade	All GPA's are NON-Weighted	Honor Weighted for Class Rank Only	AP Weighted for Class Rank Only	Letter Grade	All GPA's are NON-Weighted	Honor Weighted for Class Rank Only	AP Weighted for Class Rank Only
93-100%	A	4	4.5	5	A	4	4.5	5	A	4	4.5	5
90-92%	A-	3.67	4.17	4.67	A-	3.67	4.17	4.67	-	-	-	-
87-89%	B+	3.33	3.83	4.33	B+	3.33	3.83	4.33	-	-	-	-
83-86%	B	3	3.5	4	B	3	3.5	4	B	3.33	3.83	4.33
80-82%	B-	2.67	3.17	3.67	B-	2.67	3.17	3.67	-	-	-	-
77-79%	C+	2.33	2.83	3.33	C+	2.33	2.83	3.33	-	-	-	-
No weighted grades below C+					No weighted grades below C+				-	-	-	-
73-76%	C	2	2	2	C	2	2	2	C	2.33	2.83	3.33
70-72%	C-	1.67	1.67	1.67	C-	1.67	1.67	1.67	-	-	-	-
67-69%	D+	1.33	1.33	1.33	D+	1.33	1.33	1.33	No weighted grades below C			
63-66%	D	1	1	1	D	1	1	1	D	1.33	1.33	1.33
60-62%	D-	0.67	0.67	0.67	D-	0.67	0.67	0.67	-	-	-	-
0-59%	F	0	0	0	F	0	0	0	F	0	0	0

## GPA AND WEIGHTED CALCULATION FOR RANK

All credit courses will be included in the cumulative GPA and cumulative weighted grade calculation. All non-CCP, high school courses including physical education, will receive a numeric grade. CCP courses will receive a letter grade. The nine-weeks grades and the semester exam grade(s) are used to calculate the final grade for all non-CCP courses using the following formula:

### Yearlong Course:

$$\text{FINAL GRADE} = [2(\text{MP1} + \text{MP2} + \text{MP3} + \text{GMP4}) + \text{Exam1} + \text{Exam 2}] / 10$$

### Semester Course:

$$\text{FINAL GRADE} = [2(\text{MP1 or 3} + \text{MP2 or 4}) + \text{Exam 1 or 2}] / 5$$

CCP courses will follow the rules of the college / university in determining the final grade for the course.

The final grades from all high school credit courses will be used to calculate the cumulative grade point average using the LHS un-weighted portion of the Grading Scales found in this Class rank will be determined based on the overall grade calculations using the weighted portion of the Grading Scales

The weighted calculations scale will be utilized for class ranking purposes and other internal Lake Middle / High School recognition only. Weighted calculations will be used for advanced placement, honors, and some CCP courses. (\*Graphic Design CCP and Legal Terminology CCP will adhere to the **Regular Scale** \*\*CCP Calculus, English 4 Honors CCP, and General Chemistry Honors CCP will adhere to the **AP Scale**). CCP courses on the college campus will be weighted the same as the highest comparable course at Lake, if one exists. CCP courses without comparable LMHS courses will be unweighted or weighted at the discretion of the administration. Education options are not part of class rank.

## FAILURE TO COMPLETE DESIGNATED WORK

A student may fail a course or subject if he/she fails to complete the work or assignments that have been designated as part of the course requirements. These assignments must be designated in advance and in writing to the student.



## GRADING POLICY

In a semester class, a student must pass either the second (or fourth) nine weeks and or the exam in order to pass the class. In year-long classes, a student must pass either the last nine weeks or the final exam in order to pass the class, along with earning the minimum overall grade average and completing the course expectations identified by the instructor. Additionally, a student is required to pass one of two nine weeks grading periods in a semester class and two of four nine weeks grading periods in order to be eligible to pass the class. (see “Class Rank”, found in this handbook). For students taking digital courses, students must pass the final exam in order to earn credit for the course.

## DOUBLE F RULE

A student may fail a course or subject if he/she fails BOTH the final grading period AND the final exam of a course. A student must pass the final grading period, final exam, or both to pass a course, regardless of previous grades.

## COURSE LOAD REQUIREMENTS

1. All students are required to be enrolled in a minimum of five classes not including PE, each semester. Students in grades nine through eleven must enroll in a minimum of six courses each semester. Seniors must have a minimum of five classes each semester.
  - a. All digital courses are in addition to the minimum requirements unless administrative approval has been granted.
  - b. Students taking all of their courses on the college campus (either in person or on-line) are required to take a course load equal to the college or university’s definition of full-time. Students taking a combination of classes at LMHS and CCP on the college campus are required to take five classes per semester.
  - c. Students with less than the required number of classes will be assigned to the necessary additional classes.
2. **Athletes are reminded that The Ohio High School Athletic Association (OHSAA) requires students to pass five classes (excluding physical education courses) each grading period to be eligible to participate in sports.**
3. A student must have five and one-half (5.50) credits for sophomore standing, eleven (11) credits for junior standing and sixteen (16) credits for senior standing. This will be considered a minimum and is designed to encourage all students to keep themselves in a position to graduate at the end of four years.
4. Students who have failed a Math or English course will not be permitted to take two Math or English courses at the same time during the school year without administrative approval. As a result, students who fail a required Math or English course will need to consider making up the credit in summer school.

## GRADUATION REQUIREMENTS

*Ohio Revised Code section 3313.618*

*Students in the classes of 2023 and beyond (those who entered grade 9 on or after July 1st 2019) are now required to meet a new set of graduation requirements. These new graduation requirements consist of three (3) key components:*

### **Component 1 – Course Completion**

*Students will satisfy Ohio’s curriculum requirements and any additional local requirements. Students will complete the state minimum 20 credits, with specific credits required in each content area.*

### **Component 2 – Demonstrating Competency**

*Students will demonstrate competency in the foundational areas of English / Language Arts and Mathematics or through alternative demonstrations, which include College Credit Plus, career-focused activities, their ACT or SAT scores, or military enlistment.*

### **Component 3 – Demonstrating Readiness (SEALS)**

*Students will demonstrate readiness for their post-high school paths by earning two (2) diploma seals that allow them to demonstrate important foundational and well-rounded academic and technical knowledge, professional skills, and leadership and reasoning skills.*

## LAKE LOCAL GRADUATION COURSE REQUIREMENTS (COMPONENT 1)

The Board of Education desires that its standards for graduation meet or exceed the minimum standards of the Ohio Department of Education as well as State law. Lake Middle / High School compares favorably with other high schools in the State that are recognized for excellence.

The course requirements for graduation from Lake Middle High School are as follows (these requirements exceed the minimum standards defined by the Ohio Department of Education and the requirements established by the Ohio Core).

Class of 2025		
Subject	Credits	Specific Courses
English	4*	English 9, 10, 11 (or AP Eng Lang), 12 (or AP Eng Lit)
Mathematics	4*	Algebra 1, Geometry, Algebra 2, 1 Additional Course
Science	3	Integrated Science (Physical), Biology (Life), 1 Additional Course
Social Studies	3	World Studies, US History, Government (½ cred), Economics (½ cred)
World Language	1	World Language, Literature Workshop, or World Cultures & Language
Fine Arts	1	no specific course
Health	½	Health
Physical Education	½	2 semesters of PE or PE Waiver (½ credits must be replaced)
Additional Credits	4	Any courses that are above & beyond what is required above
Total	21	

Classes of 2026 & 2027		
Subject	Credits	Specific Courses
English	4*	English 9, 10, 11 (or AP Eng Lang), 12 (or AP Eng Lit)
Mathematics	4*	Algebra 1, Geometry, Algebra 2, 1 Additional Course
Science	3	Integrated Science (Physical), Biology (Life), 1 Additional Course
Social Studies	3	World Studies, US History, Government (½ cred), Economics (½ cred)
World Language	1	World Language, Literature Workshop, or World Cultures & Language
Financial Literacy	½	Financial Literacy (co-taught with Economics during same semester)
Fine Arts	1	no specific course
Health	½	Health
Physical Education	½	2 semesters of PE or PE Waiver (½ credits must be replaced)
Additional Credits	3½	Any courses that are above & beyond what is required above
Total	21	

Classes of 2028 & Beyond		
Subject	Credits	Specific Courses
English	4*	English 9, 10, 11 (or AP Eng Lang), 12 (or AP Eng Lit)
Mathematics	4*	Algebra 1, Geometry, Algebra 2, 1 Additional Course
Science	3	Integrated Science (Physical), Biology (Life), 1 Additional Course
Social Studies	3	World Studies, US History, Government (½ cred), Economics (½ cred)
Financial Literacy	½	Financial Literacy (co-taught with Economics during same semester)
Fine Arts	1	no specific course
Health	½	Health
Physical Education	½	2 semesters of PE or PE Waiver (½ credits must be replaced)
Additional Credits	4½	Any courses that are above & beyond what is required above
Total	21	

## PHYSICAL EDUCATION WAIVER

Students may be excused from the high school physical education requirement (1/2 credit) if they have participated in Lake High School level interscholastic athletics, marching band, show choir or cheerleading for a least two (2) full seasons / years. Any student who chooses this waiver is required to complete one-half credit in another course of study.

## EDUCATIONAL OPTIONS

High school credit is awarded to students who successfully complete Board-approved educational options that count toward the graduation requirements and subject area requirements. This includes credits attained through credit flexibility options. High school courses offered through other educational options are accepted for credit only if they receive prior approval from the building principal.

## DEMONSTRATING COMPETENCY (COMPONENT 2)

To graduate, students must earn a “competency” score on the English/Language Arts II and Algebra I (or Integrated Math I) end-of-course tests or complete other options. Students not earning competency scores on the first attempt must be offered appropriate remediation and supports and retake the relevant test at least once. In lieu of attaining competency scores on the state tests, students can choose between four other ways to demonstrate competency following remediation and second test attempts. See Ohio Revised Code section 3313.618(B)(1).

## COMPETENCY SCORE

Ohio Law directed the Department of Education, in collaboration with the Ohio Department of Higher Education and the Office of Workforce Transformation, to establish a competency score on the English/Language Arts II and Algebra I end-of-course tests. The Ohio Department of Education determined that “competency” would be set at a score of 684 for both the English/Language Arts II and Algebra I tests. See Ohio Revised Code section 3301.0712(B)(10)

## ALTERNATIVE DEMONSTRATIONS OF COMPETENCY

Ohio Law establishes multiple pathways to demonstrating competency beyond Ohio’s State Tests. Prior to being eligible to demonstrate competency in these, students first must receive remedial supports and retake the test. The alternative ways to demonstrate competency are as follows:

- College Credit Plus
- ACT or SAT
- Career Experience and Technical Skill
- Military Enlistment

## DEMONSTRATING READINESS/GRADUATION SEALS (COMPONENT 3)

In addition to fulfilling curriculum requirements and meeting the competency requirements listed above, students also must show they are prepared for their next steps after high school. State law created diploma seals for students to demonstrate academic, technical, and professional readiness for careers, college, the military, or self-sustaining professions. Students will demonstrate readiness by earning at least two (2) diploma seals, at least one (1) of which must be state defined. Seals help students develop an array of critical skills that are valuable to them as they transition to the next steps after high school. Students are encouraged to pursue seals that meet their individual interests and skills.

State Graduation Seals:

Each student must earn at least one (1) state seal. Information can be found on the Ohio Department of Education website ([education.ohio.gov](http://education.ohio.gov)).



<b>State-Defined Diploma</b>	<b>Requirements</b>
<u>Seal of Biliiteracy</u>	Meet all three criteria: 1. Senior or Junior within 15 months of graduating; and 2. Meet English language arts proficiency requirement; and 3. Satisfy 1 world language proficiency requirement.
<u>Citizenship Seal</u>	Must meet 1 US History and 1 US Government score/grade option: 1. Earn a score of proficient or higher on the American history and/or American government Ohio State end-of- course exams; 2. Earn a score that is at least equivalent to proficient on AP American History and/or AP American Government exams; 3. Earn a final course grade that is equivalent to a "B" or higher in American history and/or American government (Regular, Honors, AP, or CCP).
<u>College-Ready Seal</u>	Meet both English language arts and mathematics remediation-free score requirements on ACT and/or SAT: 1. English language arts: a. ACT both Reading 18 and English 22; or b. SAT English Based Reading & Writing 4802. 2. Mathematics: a. ACT Math 22; or b. SAT Math 530

<u>Honors Diploma Seal</u>	Earn one of six Ohio Honors Diplomas: 1. Academic Honors Diploma 2. Arts Honors Diploma 3. Career-Technical Honors Diploma 4. International Baccalaureate Honors Diploma 5. Social Science and Civic Engagements Honors Diploma 6. STEM Honors Diploma
<u>Industry-Recognized Credential Seal</u>	Complete one: 1. Earn a 12-point approved industry-recognized credential or group of credentials totaling 12 points in a single career field; or 2. Obtain a state-issued license for practice in a vocation that requires and examination
<u>Military Enlistment Seal</u>	Complete one: 1. Provide signed copy of DD Form 4, as evidence of enlistment in a branch of the U.S. Armed Forces; or 2. Participate in an approved JROTC program for 2 or more school years
<u>OhioMeansJobs-Readiness Seal</u>	Satisfy each of the following: 1. Demonstrate proficiency in each of 14 identified professional skills; 2. Use the OMJ Seal form to record demonstration of each professional skill; and 3. Work with a mentor to validate demonstration of each skill across a minimum of 2 of 3 environments (1. School, 2. Work, and 3. Community)
<u>Science Seal</u>	Satisfy one of the following: 1. Earn a score of proficient (700) or higher on the Ohio State end-of- course Biology exam; 2. Earn a score that is at least equivalent to proficient (2) on AP Biology, Chemistry, Environmental Science, or any AP Physics exam; 4. Earn a final course grade that is equivalent to a "B" or higher in and advanced science course at the 11th/12th grade level B41 (Regular, Honors, AP, or CCP).
<u>Technology Seal</u>	Satisfy one of the following: 1. Earn a final course grade of "B" or higher in a single 3 or more credit CCP Technology course 2. Earn a score that is at least equivalent to proficient (2) on AP Computer Science A or Computer Science Principles exam; 3. Complete and earn 1 credit in both Computer Science 1 & 2, both Graphic 1 & 2, both STEAM 1 & 2, or Graphic Design 1 CCP

## Locally Defined Graduation Seals:

Established with requirements determined by the Lake Local School District.



Locally Defined Diploma Seals	Requirements
Community Service Seal (Local)	<p>Complete 75 hours of community service by February 28 of the senior year. Service hours must be completed for at least one agency, organization, or project associated with the Lake Local School District, as well as at least one agency, organization, or project that is not school-related and has originated and will take place in the community.</p> <p>All service hours must be documented and accounted for with appropriate signature(s) from the cooperating organization, advisors, supervisors, or sponsors. Students may not be paid or compensated in any way for any of the 75 hours.</p>
Fine and Performing Arts Seal (Local)	<p>Successfully complete and earn at least three (3) full credits from classes listed as part of the Fine and Performing Arts curriculum or</p> <p>Successfully complete and earn at least two (2) full credits from classes listed as part of the Fine and Performing Arts curriculum + participation in one fall play or one Spring musical.</p> <p>Completing less than two (2) full credits from classes listed as part of the Fine and Performing Arts curriculum will eliminate the possibility of earning this seal. Student must complete or demonstrate sufficient progress toward completing these requirements by February 28 of the senior year.</p>
Student Engagement Seal (Local)	<p>Active participation and completion of any combination of four (4) seasons or years of at least two (2) separate school-based activities or sports. Student must complete or demonstrate sufficient progress toward completing these requirements by February 28 of the senior year.</p> <p>Student who participates in one sport or activity for four seasons or years will need to be an active participant in at least one additional sport or activity for at least one additional season/year due to the fact that no less than two (2) separate <u>school based</u> activities or sports are required.</p> <p>Using the above criteria, it will be possible but not necessary to achieve the requirements of the Student Engagement Seal within one entire school year.</p>

## COLLEGE CREDIT PLUS AT LAKE MIDDLE HIGH SCHOOL

The College Credit Plus Program provides qualified students an opportunity to take college courses at Lake Middle High School. This program is in conjunction with Kent State University Stark Campus and Stark State College of Technology. Courses are taught by Lake Middle High School Faculty who are approved by the college/university. Students participating in College Credit Plus courses will be required to take the college/university semester and/or final exam. If a student is interested in this option, the student and his / her parent(s) are encouraged to attend an informational meeting. Students who fail a College Credit Plus class will be responsible for reimbursing the Lake Local School District for the cost of the class that was failed. Prior LMHS approval is required for all CCP on the College Campus courses.

## COLLEGE CREDIT PLUS ON THE COLLEGE CAMPUS

Credit is awarded for courses successfully completed by a student at an accredited postsecondary institution. High school credit awarded for a course successfully completed under this section of the Ohio Revised Code counts toward the graduation requirements and subject area requirements of the district. Students who fail a College Credit Plus class will be responsible for reimbursing the Lake Local School District for the cost of the class that was failed. Prior LMHS approval is required for all CCP on the College Campus courses.

## CLASS LIMITS - AMOUNT OF CREDIT HOURS PERMITTED

Students are permitted to take a total number of 30 credit hours in a school year. In order to determine the number of credit hours a student can take in a year, you must calculate the number of course credits that are high school credit only, and multiply that number by 3. That number is then subtracted from 30 hours. The result is the maximum number of credit hours a student can take in the College Credit Plus program.

### **30 - (High school only credits X 3) = Maximum number of college credit plus credit hours**

This calculation must be completed each year for a student. Students must only take a maximum of 120 credit hours in the program. If a student would like to take more than the maximum number of credit hours, the student/family must pay for those additional credits at the tuition rate established by the college/university. The family is responsible for the *entire* course that takes them over the CCP hour limit (ex. If a student is enrolled in 28 credit hours, and would like to add a 3 credit hour class, the student/family must pay for the FULL 3 credit hours).

## COURSEWORK PRIOR TO NINTH GRADE

Student work successfully completed prior to the ninth grade is applied towards graduation credit if the course is taught by a teacher holding a license valid for teaching high school and is designated by the Board as meeting the high school curriculum requirements.

## COMMUNITY SERVICE

The District offers community service education which acquaints students with the history and importance of volunteer service and with a wide range of existing community needs. Community service opportunities may be considered an elective towards graduation. The first date to earn hours is June 1st prior to the start of the freshman year.

## NATIONAL HONOR SOCIETY REQUIREMENTS

The basis for induction into National Honor Society (NHS) is founded upon the four cornerstones of scholarship, leadership, character, and service. The minimum requirements in these four areas are as follows:

- A minimum 3.495 GPA after the first semester of the junior or senior year
- A weighted GPA may be used for eligibility purposes at the discretion of the Faculty Council and the high school principal
- Active involvement in two different leadership positions
- Approval by Faculty Council based upon Faculty Evaluation Form and no serious civil or school disciplinary violations
- A minimum of 75 hours of documented school and community service in a variety of school and community activities accumulated after September of the freshman year. The first date to earn hours is June 1st prior to the start of the freshman year. See the Course Curriculum Guide for more specific details.

## GRADUATION HONORS

The following will appear on the diploma as well as in the graduation program based on the weighted grade calculations:

Cum Laude - With Distinction	3.25 - 3.5
Magna Cum Laude - With Great Distinction	3.51 - 3.75
Summa Cum Laude - With Highest Distinction	3.76 and higher

## HONORS COURSES

Honors Courses at the high school are offered in nearly all subject areas. The instruction within these accelerated courses provide experiences beyond those normally provided by the regular courses. Students qualify for these courses based on teacher recommendations, testing and performance.

## HONORS DIPLOMA

Lake students have the opportunity to choose to pursue one of five State of Ohio Honors Diplomas:

1. Academic Honors Diploma
2. Career Tech Honors Diploma
3. STEM Honors Diploma
4. Arts Honors Diploma\*
5. Social Science and Civic Engagement Honors Diploma

\*includes dance, drama/theatre, music and visual art.

For specific requirements visit: <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Honors-Diplomas> and/or visit your school counselor.

Examples of the Academic and Career Tech Honors Diploma requirements are listed below.

Students are required to complete all but one of each criterion to be eligible for either of these Honors Diplomas.

Criterion	Academic Honors Diploma	Career Tech Honors Diploma
<b>Math</b>	4 credits including Alg 1, Geom, Alg 2, & 1 other higher-level course	4 credits including Alg 1, Geom, Alg 2, & 1 other higher-level course
<b>Science</b>	4 credits including 2 advanced science courses <sup>1</sup>	4 credits including 2 advanced science courses
<b>Social Studies</b>	4 credits	4 credits
<b>World Languages</b>	3 credits of 1 world language, or no less than 2 credits each of 2 world languages	2 credits of 1 world language
<b>Fine Arts</b>	1 credit	n/a
<b>Additional Credits</b>	n/a	4 credits of Career Technical courses <sup>3</sup>
<b>GPA</b>	3.5 on a 4.0 scale	3.5 on a 4.0 scale
<b>ACT/SAT/WorkKeys</b>	27 ACT / 1280 SAT <sup>2</sup>	27 ACT / 1280 SAT <sup>2</sup> / WorkKeys (6 or higher on Reading for Information & 6 or higher on Applied Mathematics) <sup>6</sup>
<b>Field Experience</b>	n/a	Complete a field experience and document the experience in a portfolio specific to the student's area of focus <sup>4</sup>
<b>Portfolio</b>	n/a	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is reviewed and validated by external experts <sup>5</sup>
<b>Additional Assessments</b>	n/a	Earn an industry-recognized credential or achieve a proficiency benchmark for appropriate Ohio Career-Technical Competency Assessments or equivalent

## LAKE HIGH SCHOOL DIPLOMA OF DISTINCTION

A student will earn a Diploma of Distinction if he or she meets the following requirements over and above the Lake High School graduation requirements (A student in the class of 2025 will earn a diploma of distinction using the criteria listed below. Criteria for classes beyond the class of 2025 will be determined by August of 2024):

- At least 28 credits
- At least 3.800 unweighted cumulative grade point average through the end of the senior year
- Either three units of one world language or two units each of two languages
- Four units of college preparatory science
- Have taken at least a minimum of 8 honors and/or AP credits
- Either three units of fine arts, business, and / or technology
- At least one-half credit of community service



## **HONOR ROLL AND MERIT ROLL**

The Honor Roll and Merit Roll are calculated for each nine-week marking period. The Honor Roll is a non-weighted nine-week GPA of 4.00 to 3.60 and the Merit Roll is a non-weighted nine-week GPA of 3.59 to 3.00.

## **LAKE ACADEMIC LETTER**

The Lake Academic Booster Club will award an Academic Letter to any student who completes six classes per semester and earns a 3.75 weighted GPA for each of the first three (3) grading periods of the current year.

Any Senior who has already earned three (3) Academic Letters and who is hoping to earn a fourth (4<sup>th</sup>) Academic Letter will be required to earn a 3.75 GPA for each of the first three grading periods, but will NOT be required to take six (6) classes each semester. Seniors who have earned less than three (3) Academic Letters prior to this year are still required to take six (6) classes each semester to be eligible.

Eligibility for a Lake Academic Letter is determined by the Lake Middle / High School Counseling Office and is based on the student's academic records. Questions regarding this award should be addressed to the Board of Directors of the Lake Academic Booster Club ([lakelocal.org/community/lake-academic-boosters](http://lakelocal.org/community/lake-academic-boosters)).

## **SCHOOL COUNSELING SERVICES**

All students are assigned to a school counselor. Students should plan to visit the counseling office during their non-academic periods. A pass from your counselor must be presented before you may be excused, and you must sign in at the school counseling office upon arrival and sign out upon leaving.

## **OPTIONS FOR EARNING HIGH SCHOOL CREDIT**

Middle and high school students may earn high school credits using any of the following methods:

1. Successfully completing traditional high school level courses for which one credit shall be granted per 150 hours of class time.
2. Successfully completing an educational option plan as described in the Board's approved educational policy on Credit Flexibility.
3. Successfully completing a college-level course for both high school and college credit in accordance with the Board's policies on College Credit Plus options at the high school site and at the college site. More information about College Credit Plus courses is available from the Counseling Department.
4. Successfully completing an online or summer school course approved by the high school principal or his / her designee offered by a provider approved by the high school principal or his / her designee OR the district credit flexibility committee convened by the superintendent or his / her designee.
5. Successfully completing an examination, providing a portfolio of work that demonstrates mastery of academic content standards, or a combination of these methods in accordance with the Board's policy on Credit Flexibility.

## **ADDING/DROPPING CLASSES**

During the spring registration, a student should register for all classes he or she wishes to take for the next school year. If a student has a preferred schedule change, he / she must make this request to the counselor before June 1st. The goal is to provide students with their next year's schedule prior to the end of the school year. No schedule changes after June 1st will be allowed without legitimate reason. Examples of legitimate reasons include: needing a required course, not having scheduled the minimum number of courses, an unbalanced schedule, to meet athletic eligibility requirements, and / or adding a preferred class if the student has an open period and seats are available. Students will have 5 school days to change their schedule with a legitimate reason. Students may drop a class that is over the required number of courses for a study hall / privilege within the first 20 school days of the course.

Seniors must be enrolled in five academic courses each semester and underclassmen must be enrolled in six. Any course dropped for extenuating circumstances after the end of the fourth week of the first grading period will result in an "F" on the student's permanent record for the course. The grade will also be included in the cumulative grade point average and class rank. Throughout the school year, course level changes will be a team decision based on teacher recommendation.



## **DROPPING BAND**

Due to the fact that the Band's required rehearsals and activities start approximately 4-5 weeks prior to the start of the school year, a student may drop Band prior to the end of the first week of the first grading period with the consent of the student's parent or guardian and counselor. Dropping Band after the first week of the school year will result with an "F" on the student's permanent record for this course.

## **DROPPING COLLEGE CREDIT PLUS (CCP) COURSES**

The school district may seek financial reimbursement if the student fails the CCP course or drops or withdraws after the 14th day the college course began.

## **SUMMER SCHOOL**

The only summer school courses students may take a Lake Middle High School include Physical Education and Health. Students may take courses for new credit outside of Lake Middle High School at their own expense and with prior administrative approval.

## **TRANSCRIPTS**

Students can request their high school transcripts **by completing the Lake Local Transcript Request form. Paper copies are available in the School Counseling Office and the electronic version can be accessed through the School Counseling page of the Lake Local website.**

## **WORK PERMITS**

Student's school responsibilities are to take precedence over non-school related jobs. If students need to work while attending school, they will be cautioned against assuming work commitments that will interfere with their studies and achievement in school. Opportunities for employment will be provided through work experience programs. If a student is unable to attend school, it is assumed that he/she is also unable to attend his/her job. After a student obtains a job, the following procedure should be followed:

1. The student must have on file a valid birth certificate on file with the school.
2. The student must obtain the proper forms from the Counseling Office.
3. Forms must be completed by the student, parent, and employer.
4. Students must provide documentation that he / she has passed a physical examination within twelve (12) months prior to applying for a work permit.
5. All completed forms and information must be turned into the Counseling Office.

***EARLY DISMISSALS FROM SCHOOL FOR WORK WILL NOT BE GRANTED.***

## **STUDENT WITHDRAWAL FROM SCHOOL**

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

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

1. Parent or guardian must notify the school that the student is transferring to another school and must complete a withdrawal form and release of records.
2. Parent or guardian must provide a photo ID.
3. Cumulative folder and medical file is removed from the files, updated, and placed in the withdrawal file.
4. Upon receipt of request for academic records from the receiving school, copies of pertinent records are mailed to the receiving school.

## NOTICE FOR DIRECTORY INFORMATION

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

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

Lake Local School District has designated the following information as directory information:

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

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

## HOT SPOT

The Hot Spot is open from 7:00 a.m. to 2:35 p.m. each day. High School students are encouraged to use the Hot Spot during privilege time or lunch periods. Students assigned LOP are not permitted to use the Hot Spot. Students entering the Hot Spot from Non-LOP study hall must sign in on our Google Attendance form upon entering and remain the entire period. Middle School students are scheduled with Language Arts Classes and may also visit briefly from study hall or Academic Assist. Please bring your planner when you plan to check out books. Use of the Hot Spot is a privilege not a right. We encourage students to work collaboratively while not disrupting their peers' educational experience. Students who do not follow the rules of the Hot Spot may be asked to leave and/or be assigned consequences from the administration. **Students are invited to use the Lake House for quiet study, reading or reflection.**

Students are also encouraged to obtain a Public Library card. During the school day, students may briefly use the public library to check out or reserve Stark County library materials, but must first sign out at the circulation desk and get a key pass. Students are not permitted to eat or drink in the Hot Spot, other than water.

## BOOK CHECKOUT

Students may check out up to five books at a time for a four-week period with one renewal. Students with overdue books may not check out additional library materials. Students must pay for the cost of lost or damaged items. For excessively overdue materials students may be issued detention or other consequences. Students may also access digital books and audio books using SORA. See Mrs. Peterson for more information.

## HOT SPOT RESOURCES

Students may charge laptops in a combination locker in the Hot Spot. Contact Hot Spot staff to use the A/B Classrooms.. Many resources are available both on-line and in person in the Hot Spot.

# CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

Students who attend Lake Middle High School have a wide variety of extracurricular organizations, clubs, and athletic activities to which they may become participants. Students are expected to obey all school rules and regulations that may apply to that particular program. The school has a right to expect reasonable and responsible behavior from its students. A violation of any of the following rules may result in denial of participation from athletic sport or extracurricular activity (including the Fall Play and Spring Musical) for the duration of the season, semester, or applicable time:

1. All school rules apply as stated in the student handbook.
2. Out of School Suspension or expulsion from school includes same from athletic or extracurricular activities.
3. Students must be present for the entire day on the day of any activity in order to participate unless otherwise granted permission by the administration.
4. Students are to attend required meetings and practices unless prior permission is given to be excused by the coach or advisor.
5. Students must meet the academic eligibility requirements of the sport or organization to which they belong.
6. Ohio High School Athletic Association rules apply and are available on request from the athletic director or coach.

## REGULATIONS

Participation in co-curricular and extra-curricular activities in the Lake Schools is to be considered a PRIVILEGE and not a RIGHT. The most important goal of the Lake Local Schools activities program is to provide every participant the opportunity to grow mentally, morally, physically and emotionally. To assure that the programs can provide these opportunities, self-discipline is required by each participant. Self-discipline involves compliance with rules and regulations concerning personal behavior. The following code of conduct has been established for all co-curricular and extra-curricular activities. Included, but not limited to, are all clubs, class organizations, athletic programs, academic competitions, honors programs, intramural, music programs, cast members of the fall play and/or spring musical, student government, and awards programs. By signing for this handbook, you are acknowledging you have read, understand, and agree to abide by the terms contained within this section of the handbook.

## PARTICIPATION

Students in grades 7-12 who choose to participate in any extra-curricular/co-curricular activity must sign a contract before participation begins. Any behavior that violates the student conduct rules which are published in the school handbook(s) will be subject to consequences.

## DURATION

These Regulations will be in effect twenty-four (24) hours a day, seven days a week, for the entire year (12 months), beginning on the day the ATOD contract is signed.

## OHSAA ATHLETIC ELIGIBILITY

In order to be eligible to participate in any interscholastic extra-curricular activities, students must meet the following minimum requirements:

In the immediately preceding grading period, a student must receive a passing grade in a minimum of five (5) one-credit courses or the equivalent, which count towards graduation.

## **ATOD Policy (Use of alcohol, tobacco, intoxicants, inhalants, controlled substances, counterfeit controlled substances, or any other drugs or other substances mentioned in this handbook while participating in school activities).**

Students shall not at any time possess, use, (offer to) sell, give package, (attempt to) acquire, or otherwise (attempt to) transmit, or show evidence of alcohol, tobacco (including all electronic forms of inhalants such as e-cigarettes, vapes, and any and all products associated with these items), or other drugs of any kind, the possession of which is prohibited by law. This policy includes any counterfeit or look-a-like drugs that are directly or indirectly represented to be a drug of abuse. This policy also includes any and all (over-the-counter) medications, pills, and prescriptions. Participants shall not possess, use, (offer to) sell, give package, (attempt to) acquire, or otherwise (attempt to) transmit, deliver, package, or conceal any instruments or paraphernalia for use with drugs of abuse. Use of drugs authorized by a physician, or wine consumed as part of a religious or family ceremonial occasion shall not be considered in violation to this policy provided the proper documentation has been recorded and the substances are in the control of authorized school personnel.

## **DISCIPLINARY PROCEDURE – VIOLATION OF ATOD POLICY**

It shall be noted that there is no difference in penalties for student-athletes who have an infraction In-Season or Out-of-Season. There is however a difference in penalties for those students that report their infraction. It is the decision of the coach/advisor whether there may be any additional penalties stemming from the infraction.

### **First Offense – Voluntary Admission**

A student and/or parent/guardian must notify a high school administrator and/or coach/advisor if he/she has a violation of the ATOD Policy. Students who voluntarily admit to an ATOD violation may be permitted to participate in their sport/activity provided they attend the Insight class or another intervention program as agreed upon by the school.

**NOTE: Voluntary admission is only available for first time offenders and cannot be used by a student as a method to avoid consequences once the policy has been violated and a student has been identified as having violated such a policy. In addition, The Voluntary Admission policy may only be used one time during a student's career (grades 7-12).**

### **First Offense – Involuntary Violation**

A student that does not report his/her violation of the ATOD Policy will have assignment of Educational Coursework and Service Hours prescribed at the discretion of the Administration. If the coursework / service hours obligation is not fulfilled, it will carry over to the next season of participation. The student must complete the entire season or the penalty will be assessed on the next sport season in which the student-participates. Only sports that the student previously participated in may be used to fulfill this penalty. The student may also be required to complete a professional ATOD assessment and/or attend an Insight class or other intervention program as agreed upon by the school. Failure to comply with the requirements shall result in dismissal from all activities including receiving awards, until such obligations are met.

### **Second Offense (Within Twelve Months)**

A second violation, within twelve (12) months of the first violation, will result in the immediate denial of participation for 50% of interscholastic contests in the current/next sport season in which the student participates. The number of contests used will be based on OHSAA allowable regular season events. If the penalty is not fulfilled, it will carry over to the next season of participation. The student must complete the entire season or the penalty will be assessed on the next sport season in which the student-participates. Only sports that the student previously participated in may be used to fulfill this penalty. A professional ATOD assessment will be required. After the assessment has been completed, students may participate in all scheduled practices but may not dress in uniform for any scheduled contest, performance, etc.

**NOTE: If the violation occurs out of season, the loss of participation will take effect in the next season played.**

### **Third Offense (Cumulative)**

Participation on any athletic team, extracurricular, or co-curricular activity is denied for the remainder of school attendance in the Lake Local School District. This includes practice and team events.

## **SELLING/ACQUIRING OF CONTROLLED SUBSTANCES**

Any student selling, attempting to sell, acquiring, or attempting to acquire illegal controlled substances or counterfeit controlled substances may be suspended from participation in extracurricular or co-curricular activities for the remainder of his/her school career.

## **ADVISOR'S/COACH'S RULES**

Each advisor/coach shall develop a written set of rules specific to his/her activity. These rules must be on file in the principal's office (co-curricular) or in the athletic department office (extracurricular). All participants and their parents/guardians shall attend a mandatory meeting prior to the start of their sport season or co-curricular group. The coach/advisor shall provide copies of the sport or activity rules and check that each participant has signed a Student Activities Code of Conduct Contract. Compliance with and enforcement of these rules shall be handled by the coach/advisor. However, when situations occur within the public domain or that are severe in nature, (e.g., theft, aggression, disruption, damage to property and possession of dangerous weapons), the administration will issue the disciplinary action according to student conduct policy which is published in the Lake Middle High student handbooks. For each activity, the rules shall include the prohibition of any behavior that violates the law or which discredits the school or individual student.

## **STUDENT LEADERS**

A student who holds a leadership position (i.e. team captain, class officer, club officer, etc.) who violates any part of these regulations will lose that position for one calendar year from the date of the offense. In addition, any student who has violated these regulations is not to be considered for leadership positions or elected honors (i.e. Homecoming Queen or King, etc.) for one calendar year from the date of the offense.

## **DURATION OF CODE**

This contract shall be in effect on the first day of the student's participation in extra-curricular or co-curricular programs, and will remain in effect until the last day of school or co-curricular or extra-curricular event of the current school year, whichever is last. Penalties for violations of this code may be enforced for up to twelve (12) months following a violation.

## **DUE PROCESS**

A student who is found to be in violation of the Student Activities Code of Conduct will have the opportunity of a hearing with the coach or advisor and the building principal (or designated administrator) when appropriate. The student will receive a description of the offense and the assigned consequences in writing. The student and his or her parent/guardian may appeal the penalty by notifying the principal in writing within five (5) days of the hearing. The principal will form an appeal committee of at least three (3) members who may affirm, reverse, or modify the disciplinary action. Any further appeals must be made to the superintendent in writing within five (5) days of the committee's decision. Appeals to the Lake Board of Education may be made after an appeal to the Superintendent.

