

LAKOTA LOCAL SCHOOLS 2017-2018



Lakota Elementary
5200 County Road 13
Kansas, Ohio 44841
419-986-6640

LAKOTA ELEMENTARY SCHOOL – CONSENT FORMS

2017-2018 Student Handbook Rules

I have received the 2017-2018 Lakota Elementary Handbook. I understand the information contained within these documents and realize that I will be expected to fulfill my responsibilities in compliance with the rules set forth.

2017-2018 Field Trip Consent

I give permission for my son/daughter to travel on educational field trips for the 2017-2018 school year. I have an Emergency Medical Authorization form on file which provides phone numbers where I can be reached in case of an emergency and also lists any medical concerns. I have discussed appropriate field trip behavior with my child and he/she understands that he/she will abide by the class field trip rules and all school rules.

2017-2018 Release to Utilize Student Image/Name/Work

Students of Lakota Local Schools may be photographed or videotaped by school personnel or area newspapers to document educational programs and/or activities. Photographs or videotapes may be used in media presentations, through a cable television station/network, in a print medium, or social media. A student's image, name, work product, school, and grade may be revealed, but no other information about the student or his/her schoolwork will be revealed without prior consent from the parent/guardian.

2017-2018 Bus Transportation

In order to guarantee your child and other students riding Lakota Local Schools buses have safe transportation, rules of conduct must be followed. **Student Rules of Conduct While Riding School Buses** is listed in the section **Bus Transportation** in the 2017-2018 Student Handbook.

2017-2018 Dangerous Weapons

The Board is committed to providing the students of the Lakota Local School District with an educational environment that is free of the dangers of firearms, knives and other dangerous weapons.

A complete description of this policy is listed in the section **Student Code of Conduct Dangerous Weapons and Instruments**.

Parents/Guardians and Students should sign below indicating that you have received, reviewed and understand the policies as indicated.

- 2017-2018 Lakota Elementary Student Handbook
- 2017-2018 Field Trip Consent
- 2017-2018 Release to Utilize Student Image/Name/Work
- 2017-2018 Bus Transportation
- 2017-2018 Dangerous Weapons

Parent Signature

Date

Student Signature

Date

****Please sign and tear this page out and return it to the Elementary Office****

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THE LAKOTA LOCAL SCHOOL DISTRICT MISSION STATEMENT

The Lakota Local School District, as a unified learning community, is dedicated to graduating students who are life-long learners and productive citizens in an ever-changing society.

INTRODUCTION

The policies and procedures contained in this handbook are the result of careful preparation by the faculty and administration of Lakota Elementary, Middle School, and Lakota High School. Many of the policies in this handbook are taken from Lakota Board of Education policy. All Board policies apply to all students, whether those policies are included in this handbook or not. If you have questions about anything that is not addressed in this handbook, please see your building principal.

STUDENT ATTENDANCE

Our primary concern is to help young people recognize the importance of punctuality and regular attendance in order to have a beneficial, sequential, and successful educational experience. It is recognized that habits formed in early years are important to good citizenship and eventual success in future employment. It is further understood that, by law, the school district is the excusing agent for student absences from school. Parents are urged to reinforce the importance of regular attendance and punctuality. Furthermore, the Lakota Local School District is accountable to the Ohio State Department of Education for the attendance of its students. All 18 year old students, regardless of residence, will be governed by the same attendance as minor students. Those residing with their parents/guardians will be required to secure parent/guardian permission or excuses for absences. Those living on their own may sign for themselves if they have provided documentation from their parents indicating their change of residence and have provided documentation showing self-sufficiency.

NOTIFYING SCHOOL OF ABSENCE

When a student is absent from school, his/her parent or guardian must inform the school as to why he/she is absent. This notification of absence and the reason for the absence should be made to Lakota Local Schools at 419-986-6640 (Elementary) prior to 9:00 A.M. on the day of absence, unless the student has prior written approval. If parents or guardians do not make contact, the school staff will make an effort to contact them prior to the close of the school day. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers. **However, a note must accompany the student and be given to the office upon the student's return to school.**

PROCEDURES FOR RETURN TO SCHOOL

1. A written excuse from a parent/guardian must be presented to the office on the day a student returns to school and must state the specific reason for the absence.
2. An Admit Slip/Absence Report will be issued to the student to present to each of his/her teachers. The admit slip not only admits the student to class after an absence, but also indicates to the teacher whether or not the absence was excused/unexcused.
3. Failure to follow attendance procedures may result in disciplinary consequences.

LEGITIMATE ABSENCES

State of Ohio statutes, which are very specific, govern school attendance, leaving no option for school authorities to excuse absences except for stated reasons. The school authorities shall make the final decision on the validity of the excuse.

Examples of valid excuses are:

- Severe illness in the immediate family with a note from the parent/guardian.
- Personal illness with a note from the parent/guardian (doctor's excuse could be required).
- Medical, dental, or legal appointments. Students will not be excused for the entire day unless it can be shown the appointment necessitates it. Official documentation is needed.
- Death in immediate family.
- Religious holiday observances.
- Students MAY be excused for a period of up to thirty (30) hours in order to accompany parents on a trip. Arrangements must be made at least five days in advance by the student's PARENTS with the principal. Unless there are mitigating circumstances, trips will not be approved during the first two weeks of school, the last two weeks of school, major exam periods to include exam review days, the last week of any grading period, or during the week of Ohio Graduation Tests or Achievement Tests (for students having to take them).
- Quarantine of the home.
- Approval by Superintendent.

A LEGITIMATE ABSENCE DOES NOT MEAN A STUDENT WILL NOT BE COUNTED ABSENT.

NON-LEGITIMATE ABSENCES

Students will be required to make up all work missed during non-legitimate absences. Behavioral consequences will be assigned for non-legitimate absences. Examples of non-legitimate absences/tardies include but are not limited to:

- Out-of-School Suspension
- Car trouble
- Babysitting
- Missed bus/ride
- Working at home with no prior approval
- Hair appointments
- Running errands
- Overslept
- Unapproved vacations
- Community Service
- Any other absence classified as unexcused by the principal

MAKE UP WORK

There is no adequate way to make up a class that is missed. When a student has been absent, it is the student's responsibility to contact his/her teacher on the day he/she returns to school and make arrangements to make up his/her assignments and tests. The time limit for make-up work for legitimate absences shall be one (1) day for each day of absence, but may not exceed two (2) weeks after the re-entry to school unless an extension is granted, in writing, by the principal. Where the absence is anticipated in advance, such as an operation or vacation, it is the responsibility of the student to arrange a procedure in advance for making up assignments and tests. The teacher will designate the time and place for make-up tests. Students may not receive credit for work missed during non-legitimate absences. **Grade level policies will indicate reductions of points/percentages for missing and/or late work.** The school office will collect assignments if parents/guardians request them by 9:00 A.M. Assignments and grades can also be accessed online through ProgressBook.

MAXIMUM HOURS OF ABSENCE

All absences, including doctor or hospitalized excuses, dentist or court appointments, college visits, death in the family, etc., will be included in the cumulative total. Field trips sponsored by the school and school related activities are not considered absences.

ADDITIONAL ATTENDANCE PROCEDURES/REQUIREMENTS

When an Elementary student reaches 38 hours of legitimate or non-legitimate absence, an Excessive Absence Notification Letter will be mailed to his/her parents/guardians.

When an Elementary student reaches 65 hours of legitimate or non-legitimate absence, an Excessive Absence Notification Letter will be mailed to his/her parents/guardians. When a student exceeds the maximum number of hours of absence, 31.25 hours, the student must have a doctor's excuse or other official documentation for any additional absences to be considered legitimate. This requirement may only be waived by the building principal.

TRUANCIES

Lakota Elementary School endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absences, and use of strict guidelines in regard to tardiness and unexcused absence.

When the School determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the School to require the parent to attend a specified educational program.

This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school.

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" truant.

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for **30** or more consecutive **hours**, **42** or more **hours** in one month or **72** or more **hours** in a school year.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent or the Board, must send notice requiring the child's parent to attend a parental education program.

Regarding "habitual truants," the Board must take as an intervention strategy any appropriate action contained in Board policy.

The Board directs the administration to develop intervention strategies that include **all of the following actions if applicable:**

- providing a truancy intervention plan meeting State law requirements for any student who is excessively absent from school;
- providing counseling for a habitual truant;
- requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;
- requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;
- notification to the registrar of motor vehicles or
- taking appropriate legal action.

The attendance officer provides notice to the parent of a student who is absent without excuse for 38 or more hours in one school month or 65 or more hours in a school year within seven days after the date of the absence triggering the notice. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

TARDIES

Students must be in their assigned class by the scheduled start time. Students arriving to school/class after the scheduled start time will be assigned an unexcused tardy and issued a detention. Excessive tardies will result in additional disciplinary consequences including, but not limited to special assignments, denial of privilege of participation, removal, restitution, Thursday School, days assigned to in-school-suspension, out-of-school suspension, filing of charges, community service, and referral to juvenile court/law enforcement, exclusion, and expulsion.

CUSTODY AND RELEASING STUDENTS

Parents/guardians must notify the principal of any change in custody by furnishing a copy of the judgment entry showing custody rights. Students will not be permitted to leave the building during school hours without the permission of the principal or designee. Students will not be released during school hours to anyone except parents/guardians or previously designated persons. If it is necessary for a student to be released early, the parent/guardian must call the school, write a note, or come to the office personally to request release of the student. Visitations by non-custodial parents shall not take place during the school day unless a copy of a specific court order authorizing such visits is provided to the school. An outside agency holding a valid court order shall be permitted to remove a student from school after the principal has verified the validity of such order. Any law enforcement agency requesting the release of a student must show appropriate documentation prior to assumption of custody.

EARLY DISMISSAL

Students are urged to make dental, doctor, and driving/permit test appointments for non-school hours. If this is impossible, the appointment card, or a note from the parent or guardian is needed to confirm the appointment. (Official documentation may be required in some cases.) The requests shall be made prior to the absence and should be done before school. The pupil's request **must** include the following information, or permission to leave will not be granted.

1. Pupil's name and grade
2. Doctor's or dentist's name and phone number
3. Appointment time (i.e., medical appointment, driving/permit appointment)
4. Time requested for dismissal
5. Parent/guardian signature
6. Students will sign out in the office before leaving the building.

SICKNESS WHILE IN ATTENDANCE

If a student finds it necessary to leave school, whether because of sickness or emergency, he/she must report to the office in order to secure permission to leave from parents/guardians and must sign out. Any other manner of leaving will be considered truancy and the student will receive no credit for work missed and be subject to disciplinary action. Leaving school in the aforementioned manner will not constitute an excused absence if the student has been required to provide a doctor's excuse for school absences.

DELAYING/CLOSING SCHOOL

In the event that weather conditions (snow, freezing rain, fog, etc.) cause a concern for student safety, school officials will consult the National Weather Service, county and township officials, and make a visual inspection of district road and visibility conditions to decide whether or not to alter regular school day plans. Alterations may include closing of some or all buildings, or a two (2) hour delay. If a decision is made to use one of these options, the decision will be announced using the SchoolMessenger System and aired on WFOB AM and FM Fostoria, WFRO AM and FM Fremont, WFIN AM and FM Findlay, and WSPD AM and FM Toledo. If a decision is made prior to 11:00 P.M. the preceding day, the announcement may be carried on TV Channels 11 and 13 Toledo. Please **do not** call the school for information regarding delays or closings, as this causes delay in necessary communications.

BUS TRANSPORTATION

While the law requires the school district to furnish transportation, it does not relieve parents of the responsibility of supervision of students until the child boards the bus in the morning or after the child leaves the bus at the end of the day. When students arrive at a bus stop and/or board a school bus, they become the responsibility of the school district and are subject to the school code of conduct. Students on the bus are under the authority of, and directly responsible to, the bus operator and the building principals. The operator has the authority to enforce established regulations for bus conduct. Students are expected to conduct themselves on the bus as they would in the classroom, except that reasonable "visiting" and conversation are permitted. Disorderly conduct or refusal to submit to the operator's authority are sufficient reason for the operator to refer the student to the building principal, who may refuse transportation or take other appropriate disciplinary action. A copy of **Student Rules of Conduct While Riding School Buses** are listed below.

STUDENT RULES OF CONDUCT WHILE RIDING SCHOOL BUSES

1. Students must board and leave the bus at locations to which they have been assigned unless they have parental and administrative permission.
2. Students shall arrive at their bus stop before the bus is scheduled to arrive.

3. Students must wait in a location clear of traffic. Behavior at the bus stop must not threaten life, limb, or property of any individual.
4. Students must board the bus quickly and go directly to their seats.
5. Students must remain seated at all times when the bus is in motion. The driver may assign seats to all or some students.
6. Eating, drinking and gum chewing is prohibited on the bus except as required for medical reasons.
7. Students may not have alcohol, tobacco, or drugs in their possession on the bus except for required prescription medication.
8. The use of profane or abusive language is not permitted on the bus.
9. All students shall abide by the driver's request to be quiet when approaching and crossing RAILROAD TRACKS.
10. No part of the body shall be placed outside the window of the bus at any time.
11. No animals, firearms or weapons of any kind, including pocket knives, are permitted on the bus at any time. Electronic devices are permitted on the bus IF NOT DISTRACTING TO THE DRIVER. School employees are not responsible for lost or damaged electronic devices.
12. Large articles must not be placed on the seats. All parcels or other objects shall be held in the students' laps. Aisles and exits must be kept clear at all times.
13. The driver shall be in charge of all passengers at all times while on the bus. While on field trips/athletic trips, the teacher/coach shall assist the driver. Students must observe classroom conduct and obey the driver promptly and respectfully.
14. Fighting, shouting, whistling, or throwing of any object IS NOT PERMITTED.
15. Marking, writing on, cutting or otherwise defacing the interior or exterior of the bus is not permitted.
16. Glass containers are not permitted on the bus.

DUE PROCESS

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

A. Student subject to suspension:

When a student is being considered for an out-of-school suspension by the superintendent, principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
3. Within one (1) school day of the suspension the superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the treasurer of the board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
4. Notice of this suspension will also be sent to the:
 - a. Superintendent
 - b. Board Treasurer
 - c. Student's school record (not for inclusion in permanent records).

5. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

Appeal of Suspension to the Board or its designee

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

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

The procedure to pursue such appeal will be provided in regulations approved by the superintendent. Notice of appeal must be filed with the treasurer or the superintendent within five (5) calendar days of the notice to suspend.

Appeal to the Court

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

B. Students subject to expulsion:

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

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

Appeal of Expulsion to the Board

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the board or its designee.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian. The procedure to pursue such appeal will be in accordance with regulations approved by the superintendent. Notice of intent to appeal must be filed within fourteen (14) calendar days of the superintendent's decision to expel to the board directly or through the superintendent's office. While a hearing before the Board may occur in executive session, the Board must act in public.

Appeal to the Court

Under State law, the decision of the board may be further appealed to the Court of Common Pleas.

C. Students subject to emergency removal:

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

D. Students subject to permanent exclusion:

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

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

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

OUT-OF-SCHOOL-SUSPENSION

- An out-of-school-suspension is for severe misconduct or for repeated misbehavior.
- Any student serving an out-of-school-suspension is prohibited from attending or participating in school functions or extra-curricular activities during the term of the suspension.
- A building principal can assign up to ten (10) days of out-of-school-suspension per case.
- An out-of-school-suspension is considered an unexcused absence and students will not be allowed to make up missed work nor receive any credit for work due, projects due, etc.
- If school is cancelled on an assigned out-of-school suspension day(s), suspension will follow the next school day(s).

IN-SCHOOL SUSPENSION

Students placed in In-School Suspension will remain in the ISS room for the entire assigned period of time, including lunches. Students will receive credit for class assignments completed while in ISS.

DETENTIONS

- **Teacher-assigned detentions** are for minor discipline situations or failure to complete work (Academic Detentions) that the teacher (or any regularly assigned staff member or long term substitute) wants to handle. These detentions may be before school, after school, or during lunch. Discipline situations involving substitute teachers (daily substitutes) will normally result in the assignment of a principal-assigned detention. Failure to attend a teacher-assigned detention will result in the assignment of a principal-assigned detention.

- **Principal/Office assigned detentions** are for minor discipline situations that are beyond the scope of the classroom teacher and are served after school hours under the supervision of the building principal/detention monitor(s).
- Detentions will normally be held on Tuesdays and Thursdays.
 - Detention is held from 2:45 p.m. to 3:45 p.m. in a high school classroom.
 - Detention students must arrive on time.
 - The student or parent/guardian is responsible for transportation to and from detention.
 - School telephones will not be used to call for rides.
 - All students must come with enough school work for the entire one (1) hour period. If a student is uncooperative, causes a disturbance, talks, tries to sleep, brings a CD player or similar device, brings food, or in any way disrupts the detention, the student will be assigned an additional detention, Thursday School, in-school suspension, or out-of-school-suspensions. A student may be emergency removed by the detention monitor.
 - The only valid excuses from detention are documented illnesses or emergencies. Having to work, lack of a ride, etc. are not valid excuses.
 - If a student does not attend detention, the parents or guardian must notify the building principal or secretary on the first school day following the detention by 9:00 a.m. If that notification is not received, the detention time will be doubled or the student could be assigned Thursday School, in-school suspension, or an out-of-school-suspension.

THURSDAY SCHOOL

- Thursday School will be held on Thursdays from 3:00 p.m. to 6:00 p.m. in a classroom. Tardy students will not be admitted.
- Students who are assigned Thursday School and who fail to attend will receive a three (3) day in-school-suspension. The only exception to this would be those made in advance and agreed upon by the school. No “same day” excuses will be accepted unless they are of an emergency medical nature and they require a medical doctor’s verification.
- Transportation will be the responsibility of the student’s parent or guardian.
- Students may be allowed to use the computers for assignments with a permission slip signed by the teacher for which the assignment is due.
- Students will not be allowed to use the telephone, go to lockers, or other parts of the building.
- Students will not be allowed to put their heads down or sleep.
- Students may not leave their seats or talk to other students unless the activity is required by the program.
- No cell phones, music players, cards, magazines, or other recreational items will be allowed in the room.
- No food or beverages may be consumed during Thursday School.
- Restroom usage shall be determined by the supervisor.
- Students are required to have regular class material with them when they attend Thursday School. The student must be prepared to work the entire three (3) hours. They are also to have notebook paper, pen and/or pencil.
- Students who exhibit inappropriate behavior while arriving, during, or leaving Thursday School will face disciplinary action. This may include being sent home, additional suspension days, either in or out-of-school.

DISCIPLINE PROCEDURES/POLICY

Effective discipline, which requires respect for the rights of others, is necessary if all students are to attain a quality education. The Lakota Local Board of Education recognizes that order and discipline are necessary to maintain an atmosphere conducive to effective learning. The primary purpose of the Code of Student Conduct is to insure the optimum functioning of the student, the classroom, and the school. This handbook does not define all types and aspects of student misbehavior. Any conduct which causes an interference with any school function, activity, or purpose, or that interferes with the health, safety, or well-being of staff members or other students is prohibited. Video cameras may be placed in various locations in the building for security purposes and the taped incidents may be used in disciplinary actions.

STUDENT CODE OF CONDUCT

- 1. Disruption of School/Classroom:** A student shall not, by use of action, words, gestures, practical jokes, horseplay, pictures, technology, violence, force, coercion, threat, harassment, insubordination, or repeated lack of cooperation, cause disruption or obstruction to the educational process, including all curricular and extracurricular activities.
- 2. Vandalism/Property Damage of School or Personal Property** including damage caused by computer (e.g., introducing viruses, deleting files, changing databases).
- 3. Theft or Unauthorized Use of School or Personal Property** including computer theft (e.g., theft of information, copyright, infringement, unauthorized duplication), etc.
- 4. Violation of District's Technology Policy:** See Internet Policy and Acceptable Use Policy contained in this handbook.
- 5. Fighting/Assault/Physical Aggression:** A student shall not act or behave in such a way as could cause physical injury to himself/herself or any other person. No student shall knowingly cause other persons to believe that they will cause serious physical harm to them or their property for any purpose or reason. "Persons" refers to school personnel, students, parents, and visitors.
- 6. Dangerous Weapons and Instruments:** Possession, concealment, transmission, or use of dangerous weapons and instruments (see the following BOE policy).

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. Policy exceptions include:

- A. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and any ammunition will never be approved as a part of a presentation).
- B. theatrical props used in appropriate settings.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the Superintendent's designee for each school site or activity. Failure to report such information may subject the student to disciplinary action.

This policy shall be implemented through the Code of Conduct/Student Discipline Code, Board of Education Policy and through administrative guidelines.

The Superintendent is authorized to establish instructional programs on the weapons and the requirement that students immediately report knowledge of weapons and threats of violence by students and/or staff to the building principal. Failure to report such knowledge may subject the student to discipline.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

7. Possession/Use of Tobacco, Drugs, Alcohol, Look-A-Likes, Counterfeit Drugs, and/or Drug Paraphernalia.

ALCOHOL, DRUGS AND TOBACCO POLICY

A student shall not display, possess, use, have used, distribute, intend to distribute, conceal, or sell alcohol, controlled substances (drugs) including, but not limited to any steroid, narcotic drug, hallucinogenic drug, amphetamine, caffeine pill, barbiturate, marijuana, inhalant, tobacco, e-cigarettes, counterfeit substances, or related paraphernalia, other pills/substances or any other mind-altering substance in and around or just prior to school or any school activity. Violation of this policy will result in immediate suspension from school and may result in a recommendation for expulsion from school. Lakota schools will cooperate with law enforcement officials in prosecuting students. Lakota schools may bring in police dogs to investigate school lockers, school property, and vehicles parked on school property for drug possession and drug paraphernalia. Under board policy, all school personnel have the responsibility to report names of students to the building principal that they reasonably suspect of substance use/abuse. The recommendations may include referral to a psychologist, appropriate agency, or support group.

- 8. Defiance/Disrespect/Insubordination** to include any act of disrespect, disobedience, or discourteous behavior toward any staff member. A student shall comply with the directives of school personnel including substitute teachers, student teachers, custodians, secretaries, monitors, aides, and bus drivers.
- 9. Abusive Language/Inappropriate Language/Profanity**, gestures, signs or pictures. Any use of profanity could result in a range from detention to an out-of-school-suspension.
- 10. Gambling:** A student shall not engage in any act of gambling or game of chance for money or valuables.
- 11. Unsafe Driving and Parking Violations:** A student shall not misuse a moving vehicle on or near school property. Students may only park in designated spaces.

12. **Forgery/Deception:** Includes failure to tell the truth, the falsification of documents, class assignments, signatures, any falsification or refusal of identification, misuse of a hall pass or agenda, giving an agenda to another student, forgery, or changing of attendance excuses or slips, the changing of any school forms, the changing of progress reports or final grades.
13. **Sexual Harassment:** Sexual harassment violates the Civil Rights Act. The administration and Board of Education of the Lakota Local Schools will not permit, nor ignore any acts of sexual harassment. All sexual harassment should be reported to appropriate school administrators as soon as possible. Actions that may be considered sexual harassment are defined as follows:
 - Physical:** touching in a sexual manner, pinching, patting, rubbing up against, gestures, assault.
 - Verbal:** jokes of a sexual nature, comments or questions about a person's body, dress, or personal life, demeaning or inappropriate terms, using crude and offensive language of a sexual nature.
 - Visual:** cartoons, drawing, or caricatures of a sexual nature, pin-up pictures or calendars, displaying sexual objects in the workplace.
 - Hazing:** teasing, practical jokes of a sexual nature, ostracizing, starting or spreading rumors about a person's life or sexual activities.
14. **Truancy:** Truancy exists when a student is absent from all or part of the school day without authorization.
15. **Provocation:** Incites violence in another student or group of students including language, notes, comments, gestures, instant messaging and text messaging.
16. **False Alarms/Bomb Threats:** Any act that promotes the fear of possible fire, bomb, or threatening the safety of our students and staff.
17. **Use/Possession of Combustibles, Fireworks, or Other Incendiary Devices:** A student shall not possess/use fire starting instruments, burn, or attempt to burn any item/property while on school property or while under the jurisdiction of school personnel.
18. **Tardiness:** A student shall not be tardy to school, classes or other scheduled activities. Tardiness is disruptive to the function of school/class activities and is counterproductive to the development of constructive work habits.
19. **Collusion:** No student shall assist another student in violating school rules.
20. **Electronic Devices:** Students are not to bring any electronic equipment to school. Cell phones must be kept off, kept out of sight and not be used on campus during the school day or while riding the school bus. Violation of this policy may result in disciplinary action being taken, as well as the cell phone being confiscated. Taking pictures or video recordings of students, teachers and/or staff without their permission is prohibited. This prohibition does not include taking pictures or video recordings at public events, such as performances, athletic contests, or award recognition programs where taking pictures and video recording are permitted. The school will not be held responsible for the loss of or damage to any electronic device.
21. **Gang Affiliation:** Gang activity is prohibited on school property and at any school events.
22. **Inappropriate Display of Affection** which includes kissing, prolonged hugging, excessive display of affection, and inappropriate touching is prohibited.
23. **Lying and Cheating,** plagiarism and the transmission, use, obtaining, accessing, and/or manipulating of unauthorized computer files.
24. **Dress Code:** In general, school dress should be such that it insures the health, welfare, and safety of students, and it projects a positive image of Lakota students and schools. Dress and grooming will be clean and consistent with health and safety requirements for the

enhancement of the educational environment. Dress and grooming will not disrupt the teaching/learning process nor detract from orderly school climate.

- Student apparel may not be offensive or promote hostility based on race, religion, gender, or ethnicity.
- Clothing with offensive illustrations is not acceptable. School officials reserve the right to make recommendations for changes in the dress and grooming of students.
- Clothing or jewelry that promotes alcohol, drugs, tobacco or gang identification; that contain profanity/vulgarity; or that suggest sexual or pornographic activity are prohibited.
- All shirts must have sleeves and be able to be tucked in. Shirts that are provocative or that contain sexual undertones (for example: girl in bikini, or picture that accentuates male or female anatomical features) are prohibited. (e.g., no “Hooters” shirts) Halter tops, tank tops, sleeveless tops, transparent clothing, and exposure of bare midriffs are prohibited. Short shorts, short skirts, spandex shorts, and pants with holes are prohibited. Short and skirt length must be at the top of the knee or longer. Shorts are permitted from the first day of school until October 1st. Shorts are permitted to be worn again after April 1st. Pants must be worn at the waist. The waist is defined as the area between the rib cage and the top of the hipbone. Exposed undergarments are prohibited. Leggings and yoga pants are prohibited unless worn with a dress, skirt or top that comes to the knee or below.
- Pajamas, robes and blankets are prohibited.
- Book bags, large purses (defined as any bag that can hold a book), briefcases, duffel bags, or other similar items must be in student lockers during the school day and are not to be taken to classrooms or carried in hallways other than when entering/leaving the building or going to gym class.
- Gym shoes that are only worn inside are required for physical education.
- Slippers, shoes with cloth soles, or shoes with wheels are prohibited. At the elementary, sandals and flip-flops are discouraged.
- Pocket or wallet chains, spiked bracelets or necklaces, or earrings are prohibited.
- Hats/bandannas or other head apparel, sunglasses, and coats are prohibited during school hours unless prescribed.
- Spikes or cleats are prohibited in the building at all times.
- Earrings/stud earrings and other jewelry should be appropriately worn, (e.g., some earrings that may be appropriate in a classroom setting may not be appropriate in a gym class).

Students found in violation of the dress code will be asked to change clothes. If a student does not have a change of clothes, the student’s parents will be called to bring in a change of clothing. If the student’s parents cannot be reached, the student will spend the day in the office. The responsibility of enforcing the dress code belongs to all students, parents, and faculty members, but it ultimately belongs to the principal. In questionable situations, the administration will have the right to decide what is acceptable and unacceptable dress or appearance.

- 25. Off School Property Conduct:** Conduct which occurs off school property, but is determined to have a direct and immediate impact on the discipline or general security of

staff and students of Lakota Local Schools, will not be tolerated by school officials and will be dealt with as if it occurred on school property or during school activities.

26. **Skipping Class/Leaving School/Classroom without Permission;** not attending assigned class.
27. **Harassment and/or Aggressive Behavior** (Including Bullying, Cyber Bullying): Our policy under this section also applies to violence within a dating relationship – Bullying/Aggressive Behavior by any student in the Lakota Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Bullying” shall mean any overt acts by a student or group of students directed against another student/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Bullying means any written, verbal or physical act taking place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, off school property, but is determined to have a direct and immediate impact on the discipline or general security of staff and students, that a reasonable person under the circumstances should know will have the effect of:
 - Placing a student in reasonable fear of physical harm of damage to the student’s property
 - Physically harming a student or damaging a student’s property
 - Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms including, but not limited to the following:

Verbal: The making of offensive written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person’s race, color, national origin, religious beliefs or disability.

Nonverbal: Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person’s race, color, national origin, religious beliefs, or disability.

Physical: Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a staff member, students, or other persons associated with the district, or third parties, based upon the person’s race, color, national origin, religious beliefs, or disability.

Students and parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process.

28. **Bus Referrals:** See bus rules
29. **Failure to Follow Attendance Procedures:** A student shall follow all attendance procedures.
30. **Failure to Serve Disciplinary Assignment:** A student shall not fail to serve disciplinary assignments.
31. **Gum:** Gum chewing is prohibited.
32. **Aerosol:** Aerosol spray cans are prohibited (i.e. body spray, hair spray).

33. **Consumption of energy drinks**, coffee and soft drinks is prohibited unless permission is granted by the building principal.
34. **Academic Responsibility:** Students are expected to complete their work and turn it in when it is due. If a student fails to turn in an assignment, he or she may be given a lunch/recess detention. Further failure to complete work or turn in assignments, may result in an academic alert slip being sent home and/or an after school 'academic' detention being assigned.

Violations of any school rule may result in disciplinary actions including, but not limited to: Detention, parent notification/conference, special assignments, denial of privilege of participation, removal, restitution, Thursday School, in-school suspension, out-of-school suspension, filing of charges, community service, referral to juvenile court/law enforcement, exclusion, and expulsion. (Note: expulsions may extend beyond 80 days in the case of exclusion.)

HABITUAL SUSPENSIONS

Students who are suspended on three (3) occasions for any type of suspension, may be recommended to the superintendent of Lakota Local Schools for an expulsion hearing.

VIOLENCE SUSPENSIONS

Students who are suspended on two (2) occasions for violence related suspensions shall be recommended to the superintendent of Lakota Local Schools for an expulsion hearing.

EMERGENCY MEDICAL AUTHORIZATION FORM

Each student is required to have a current Emergency Medical Authorization Form on file in the office. These will be given to students on the opening day of school and should be completed and signed by a parent or guardian. It is important that these forms are returned as soon as possible. Students who do not return these forms will not be permitted to participate in school-sponsored field trips or activities. A telephone call will not be accepted in lieu of these forms. Emergency Medical Authorization Forms are due by the end of the first week of school or disciplinary action may be taken.

FEES

A schedule of fees has been established to cover the costs of workbooks, handbooks, consumable materials, and supplies needed for school courses. Payment of fees should be made during the first nine weeks of school. Law provides for the holding of grades, transcripts and credits in the event of nonpayment of fees. Unpaid fees will follow the student up to graduation.

FIELD TRIPS

Field trips for students are considered an integral part of the educational program and are scheduled when the educational advantage of the trip outweighs the classroom instructional time that will be lost. Parent permission is necessary for field trips, and parents will be provided a form to allow students to attend and to furnish emergency medical information for the trip. Students must be passing **all** classes or have teacher permission in all subject areas to participate in a field trip.

FIRE AND TORNADO DRILLS

There will be periodic fire and tornado drills during the year. Procedures for these drills will be explained by each teacher and posted in each room. These are for the safety of students, and it is imperative that students conduct themselves in an orderly, quiet and calm fashion during emergency drills.

GRADING, PROMOTION, AND RETENTION

The grading scale for all courses has been adopted as:

90 - 100 = A 80 - 89 = B 70 - 79 = C 60 - 69 = D 0 - 59 = F

INCOMPLETE GRADES

An "Incomplete" is given when a student has not been able to complete assignments because of illness, injury, or pre-arrangement. An "Incomplete" on a grade card becomes an "F" grade two (2) weeks after the grading period ends. Make-up work is the complete responsibility of the student.

PROGRESS REPORTING TO PARENTS

Parent-Teacher conferences are scheduled each school year as an opportunity to interpret students' progress to parents and to build a wholesome cooperative relationship between home and school. Teachers are encouraged to consult frequently with parents, not only when students are experiencing difficulty, but also to learn more about the students' interests and abilities so that the school program can be adapted to provide the best educational opportunities. Parents and teachers have equal rights to request conferences as needed. In addition, the instructional staff will provide interim progress reports at the midpoint of each grading period.

GUIDANCE

Students have services of a guidance counselor. Students are encouraged to confer with the counselor about any problem causing difficulty at school. Group guidance activities are periodically scheduled for students. Information about courses, colleges, vocational training, and jobs is available from counselors to provide new ideas about potential future plans.

LOCKERS

- Students must use the locker assigned to them.
- Students should use their assigned lockers for personal and school materials.
- Students are discouraged from bringing valuable items - jewelry, radios, money, etc. which could be damaged or stolen at school.
- The school assumes no responsibility for lost, damaged, or stolen property.
- Students may not have private locks.
- All lockers are the property of Lakota Local School District. Lockers and the contents of lockers may be searched by building principals and/or their designees at any time and for any reason. **Students should not assume privacy in their lockers.**

SEARCH & SEIZURE

The Board of Education or its designee reserves the right to search the desks, person, and personal belongings including vehicles of a student on school grounds or at any school activity when reasonable suspicion is necessary for the maintenance of order, discipline and safety and in the supervision and education of students. Searches will be made (except lockers) upon reasonable suspicion. Lockers can be searched at any time by the principal or designee. Privacy should not be assumed.

DIRECTORY INFORMATION

Lakota Schools makes the information listed below available upon a legitimate request unless a parent/guardian or student 18 years or older notifies the school in writing by October 1 of each school year that she/he will not permit distribution of the following information. Under Ohio law, directory information includes the following: Students name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation and awards received.

LUNCHES

Lunch periods are closed. Charging of lunches is permitted up to \$5.00, but will not be accepted in the final ten (10) days of the school year. Applications for free/reduced lunches and breakfast are available in the office.

MEDICATION POLICY

Students who must take medication during school hours are required to have on file the proper medication form specifying the time(s) and amount(s) to be taken. All medications must be kept in the school office and dispensed by school official(s). A copy of the Board of Education policy is available in the school office. Parent/Physician permission forms are also available in the school office.

ASSEMBLIES

School assemblies will be held as necessary and approved by the principal. The class schedule will be adjusted accordingly for that day.

TELEPHONE

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students are permitted to use the office telephone **for emergency reasons only** (as determined by the office staff). Forgetting homework, athletic equipment, etc., are **NOT** emergencies. In non-emergency situations, messages from parents to students will be relayed to the student.

TEXTBOOKS AND LIBRARY BOOKS

The Lakota Board of Education loans texts to students for their use during the school year. Wear and tear beyond that which is reasonably expected through normal use, or loss of the textbook, will result in charge for the book repair or replacement. Library books are also furnished by the Board

of Education, through local and federal moneys and are loaned to students upon request per regulations developed for each building. Students who lose library books will be charged for full replacement cost.

VISITORS

- Visitors are welcome in Lakota schools.
- All visitors, including parents, are required by Ohio law to report to the school office immediately upon entering the building and are required to wear a visitor badge during their stay.
- Parents are encouraged to visit classrooms and teachers; but must arrange visits ahead of time to avoid visiting on testing days or when other special programs are in progress.
- Students from other school districts **are not** permitted to visit Lakota schools unless accompanied by parent/guardian and for academic/transfer/open enrollment purposes.
- Anyone on school grounds or within the school building during non-activity school hours without the consent of the building administrator is considered to be trespassing and may be prosecuted.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The District's Internet system has a limited educational purpose. The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network).

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials.

The Internet is global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access, through the Board's Internet connection, to only those services and resources that have been authorized for the purpose

of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents assume risks by consenting to allow their child to participate in the use of the Internet. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking"), cyber bullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254 (h), (1), Communications Act of 1934, as amended (2003)

20 u.s.c. 6801 ETSEQL, Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

76 F.R. 56295, 56303

