

Lakota High/Middle School

STUDENT HANDBOOK

2021 – 2022

Lakota High School – 419-986-6620

Lakota Middle School – 419-986-6630

HS REGULAR SCHEDULE

1st Bell 7:55
1st 8:00-8:50
2nd 8:53-9:43
3rd 9:46-10:36
4th 10:39-11:29
5A 11:29-11:59 (HS lunch)
5B 11:59-12:29 (MS lunch)
5C 12:29-12:59 (MS lunch)
6th 1:02-1:52
7th 1:55-2:45

MS REGULAR SCHEDULE

Warning Bell 7:50
Tardy Bell 7:55

2-HOUR DELAY SCHEDULE

1st Bell 9:55
1st 10:00 – 10:30
2nd 10:33 – 11:03
3rd 11:06 – 11:36
5A 11:36 – 12:06 (HS lunch)
5B 12:06 – 12:36 (MS lunch)
5C 12:36 – 1:06 (MS lunch)
4th 1:09 – 1:39
6th 1:42 – 2:12
7th 2:15 - 2:45

MS 2 HOUR-DELAY SCHEDULE

Warning Bell 9:50
Tardy Bell 9:55

3-HR DELAY SCHEDULE

1st Bell 10:55
1st 11:00 – 11:20
2nd 11:23 – 11:43
3rd 11:46 – 12:06
4th 12:09 – 12:29
5A 12:29 – 12:59
5B 12:59 – 1:29
5C 1:29 – 1:59
6th 2:02 – 2:22
7th 2:25 – 2:45

2-HR EARLY RELEASE SCHEDULE

1st Bell 7:55
1st 8:00 - 8:30
2nd 8:33 - 9:03
3rd 9:06 - 9:36
4th 9:39 - 10:09
6th 10:12 - 10:42
7th 10:45 – 11:15
5A 11:15 - 11:45 (HS lunch)
5B 11:45-12:15 (MS lunch)
5C 12:15 - 12:45 (MS lunch)

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 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

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. appointment with a health care provider
- C. illness in the family necessitating the presence of the child
- D. quarantine of the home
- E. death in the family
- F. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- G. observation or celebration of a bona fide religious holiday
- H. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity

Any classroom assignment missed due to the absence shall be completed by the student. If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

- I. such good cause as may be acceptable to the Superintendent

- J. medically necessary leave for a pregnant student in accordance with Policy 5751
- K. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725 Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board. The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study. Attendance shall be taken at the beginning of every block/period in buildings with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour.

Contacting the Parent/Guardian of an Absent Student

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law (see AG 5200).

Excessive Absences

When a student of compulsory school age is absent from school with combined non medical excused absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered "excessively absent" from school. The District or school shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

The following "medical excuses" will not count toward a student's excessive absence hours: (1) personal illness; (2) illness in the family necessitating the presence of the child; (3) quarantine of the home; (4) health care provider appointments (doctor, dentist, mental health provider, etc.); (5) medically-necessary leave for a pregnant student in accordance with Policy 5751; (6) death in the family; or (7) other set of circumstances the Superintendent deems on a case-by-case basis to be a good and sufficient cause for medical absence from school.

A medically excused absence occurs any time a student is out of school due to illness or medical visit (physician, dentist, mental health, etc.). A medical excuse for personal illness will be accepted in the form of doctor's note within five (5) school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit. A student may have

up to ten (10) medically excused absences without a doctor's note, but with a phone call from a parent/guardian. For the 2021-2022, medical excuse absences will be accepted through this process for students participating both in-person and remotely. This policy will be extended beyond ten (10) days if the student or someone in the student's family is in quarantine due to recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic.

Habitually Truant

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C 3321.04; or
- C. the student has received an age and schooling certificate.

Absence Intervention Team

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian, with written notice of the plan.

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the Principal shall make at least three (3) meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent

by telephone, email, or regular mail. If the student's parent responds to any of those attempts, but is unable to participate for any reason, the Principal shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse and the student's parent/guardian/custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the attendance officer shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

Intervention Strategies

In order to address the attendance practices of a student who is habitually truant, the intervention team may, as part of an intervention plan, take any of the following intervention actions:

- A. provide counseling to the student
- B. request or require the student's parent to attend a parental involvement program
- C. request or require a parent to attend a truancy prevention mediation program
- D. notify the Registrar of Motor Vehicles of the student's absences
- E. take appropriate legal action
- F. assignment to an alternative school

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the Superintendent may, in his/her discretion, assign the Principal to work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer. The absence intervention process shall commence upon the first day of instruction of the next school year.

Reporting Requirements

The attendance officer shall file a complaint in the juvenile court against a student on the sixty-first (61st) day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

- A. The student is habitually truant.
- B. The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.
- C. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more

consecutive hours or forty-two (42) or more hours in one school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the sixty-first (61st) day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months, the attendance officer may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent under R.C. 3321.13(b)(2). The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of absences without a legitimate excuse as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's unexcused absences and habitually absent status.

If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

The District shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the Department, any of the following occurrences:

- A. when a notice that a student has been absent with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year is submitted to a parent/guardian/or custodian;
- B. when a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, or seventy-two (72) or more hours in a school year;
- C. when a child of compulsory school age who has been adjudicated an unruly child for being a habitual truant violates the court order regarding that adjudication;
- D. when an absence intervention plan has been implemented for a child under this policy.

Tracking Remote Attendance for the 2021-2022 School Year

Consistent with the Remote Learning Plan submitted to the Ohio Department of Education, the District will provide a variety of instruction models, including both teacher-led remote learning and self-directed remote learning.

Student attendance in teacher-led remote learning (synchronous web-based instruction) shall be tracked in the same manner as hourly, in-person instruction. Teachers shall determine hourly attendance by evidence of student login and logoff data. Teachers are encouraged to verify meaningful attendance in a method selected by the teacher, such as an ungraded quiz at the close of a lesson, a survey or poll questions (unrelated to the lesson and unpredictable) at the end of the lesson, or asking students questions at random throughout a session.

In addition to the reasons listed at the beginning of this policy, absences from teacher-led remote learning (synchronous web-based instruction) may be considered excused under the following circumstances, with written notice from a parent/guardian:

- A. temporary internet outage for individual students or households;
- B. unexpected technical difficulties for individual students or households, such as password resets or software upgrades occurring during a teacher-led remote learning lesson;
- C. malfunction of a District-owned device for which the District is providing technical assistance, repair, or replacement.

Attendance in self-directed remote learning (asynchronous) shall be tracked by evidence of participation, which may include, but is not limited to:

- A. Daily logins to learning management systems;
- B. daily interactions with the teacher to acknowledge attendance, which may include, but are not limited to, messages, emails, telephone calls, video chats or other formats that enable teachers to engage with students; and
- C. assignment completion.

The teacher will determine the number of hours a typical student would take to complete an assignment and report those hours of attendance when the assignment is completed. A teacher should adjust the number of hours of attendance based on the length of time the student actually spent on the assignment, as reported by the student, parent, or other person with knowledge.

TARDIES

Students at LHS and LMS 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, restitution, Thursday school, days assigned to in-school-suspension, referral to attendance intervention team, filing of charges, community service, and referral to juvenile court/law enforcement.

College Credit Plus students and others not attending the regular school day will have tardies assigned by the office based on expected arrival time.

If a LHS or LMS student misses 2 class periods or (or equivalent time) or less, they will be counted tardy. If he/she misses more than 2 periods (or equivalent time), he/she will be credited with at least a ½ day of absence. A student absent on any day for 5 or more class periods will be credited with 1 full day of absence.

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 absences shall be 1 day for each day of absence, but may not exceed 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 are required to complete all assignments during all absences. 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 Progress Book.

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.

LHS and LMS students must be in attendance for half of the scheduled school day to participate in extracurricular or athletic activities (i.e. practices, games). This requirement may be waived only with prior approval from the principal.

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, a 2 hour delay, or a 3 hour delay. If a decision is made to use one of these options, the decision will be announced using ParentSquare 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 reasons for the operator to refer the student to the building principal, who may refuse transportation or take other appropriate disciplinary action. A copy of "Rules of Conduct While Riding School Buses" is 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. Students must wait in a location clear of traffic. Behavior at the bus stop must not threaten the 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.
17. During times of elevated communicable disease community spread as determined by the Board in consultation with health professionals, all students are required to wear masks while being transported on District school buses or other modes of school transportation.

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. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. 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.
5. 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).

1. 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.

A. Appeal to the Court

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

B. 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.

C. 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.

D. 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 days of out-of-school-suspension per case.
- An out-of-school-suspension is considered an unexcused absence and students will be required to make up missed work.
- 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 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 3:00 p.m. to 4:00 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 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 high school classroom. Tardy students will not be admitted.
- Students who are assigned Thursday school and who fail to attend will receive a 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 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. **Tuancy** – Tuancy 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** – Electronic devices must be kept silent and may be used in designated areas of the building for instructional purposes. Electronic devices may only be used in classrooms with a staff member's permission. Violation of this policy may result in disciplinary action being taken, as well as the cell phone or other device 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 ensures 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 an 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 are also prohibited. **Pants with holes, tears, or frays are permitted, as long as exposed skin is not visible.** Short and skirt length must be at the mid thigh or longer. 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.
- 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.
- Pocket or wallet chains, spiked bracelets, necklaces, or earrings pose a safety risk and 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. PROTECTIVE FACIAL COVERINGS DURING PANDEMIC/EPIDEMIC EVENTS

During times of elevated communicable disease community spread (pandemic or epidemic), the Superintendent will issue periodic guidance through Board of Education plans/resolution(s) in alignment with public health officials and/or in accordance with government edicts and including any Pandemic Plan developed by the District's Pandemic Response Team under Policy 8420.

School settings can be a source of community spread. Wearing face masks/coverings is especially important during these times and can help mitigate the risk of exposure from person to person.

As such, during times of elevated communicable disease community spread, the Superintendent may activate this policy by notifying the school community, requiring all school staff, volunteers and visitors (including vendors) to wear appropriate face masks/coverings on school grounds unless it is unsafe to do so or where doing so would significantly interfere with the Districts educational or operational processes.

In addition, the Board may require that students shall wear a face mask unless they are unable to do so for a health or developmental reason. Efforts will be made to reduce any social stigma for a student who, for medical or developmental reasons, cannot and should not wear a mask.

If face masks/coverings are required, and no exception is applicable, students shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code, and in accordance with policies of the Board.

During times of elevated communicable disease community spread as determined by the Board in consultation with health professionals, all students are required to wear masks while being transported on District school buses or other modes of school transportation.

Use of Mask/Face Covering

If face coverings are required to be worn by local or state regulations, cloth face coverings/masks should:

- A. fully cover the mouth, nose, and chin;
- B. fit snugly against the side of the face so there are no gaps;
- C. not create difficulty breathing while worn; and
- D. be held securely through either a tie, elastic, etc. to prevent slipping.

Facial masks/coverings generally should not include surgical masks or respirators unless medically indicated (as those should be reserved for healthcare workers) or masks designed to be worn for costume purposes.

Any person may be required to temporarily remove a face mask or covering when instructed to do so for identification or security purposes. Failure to comply with such a request violates this policy and may lead to disciplinary or other action.

Exceptions to the use of masks/face coverings include when:

- A. facial masks/coverings in the school setting are prohibited by law or regulation;
- B. facial masks/coverings are in violation of documented industry standards;
- C. facial masks/coverings are not advisable for health reasons;
- D. facial masks/coverings are in violation of the school's documented safety policies;
- E. facial masks/coverings are not required when the staff works alone in an assigned work area;
- F. there is a functional (practical) reason for a staff member or volunteer not to wear a facial mask/covering in the workplace;
- G. settings where cloth masks might present a safety hazard (i.e. science labs);
- H. for individuals who have difficulty wearing a cloth face covering; or
- I. to assist with communication for hearing impaired students.

Use of Face Shields

Face shields that wrap around the face and extend below the chin may be permitted as an alternative to cloth face masks/coverings with permission of the Superintendent as the Board recognizes that face shields may be useful in some situations, including:

- A. when interacting with students, such as those with disabilities, where communication could be impacted;
- B. when interacting with English-language learners or when teaching a foreign language;
- C. settings where cloth masks might present a safety hazard (i.e. science labs); or
- D. for individuals who have difficulty wearing a cloth face covering.

26. 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.

27. **Skip class/Leaving school/classroom without permission**; not attending assigned class
28. **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.

29. **Bus Referrals** – See bus rules

30. **Failure to follow attendance procedures** – A student shall follow all attendance procedures.

31. **Failure to Serve Disciplinary Assignment** – A student shall not fail to serve disciplinary assignments.

32. **Gum** – Gum chewing is prohibited.

33. **Aerosol** – Aerosol spray cans are prohibited (i.e. body spray, hair spray).

34. **Consumption of energy drinks**, coffee and soft drinks are prohibited unless permission is granted by the building principal.

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.

DRIVING PRIVILEGES

The Board of Education regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students -- a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others - and an assumption of liability on the part of those students and their parent(s).

The Superintendent shall develop administrative guidelines for the operation and parking of motor vehicles by students which shall include the requirement that students are licensed drivers and/or have adequate liability insurance.

The Board shall not be responsible for motor vehicles which are lost, stolen, or damaged while on school property. (Board Policy 5515)

LMS students are not permitted to drive to school. No LHS student may drive a car, truck, motorcycle, or other type of vehicle to school unless his/her parents make a written request. **Students must obtain a Lakota registration tag from the school after the parent's request is on file.** There will be no charge for the first tag issued; a \$5 fee will be charged for additional or replacement tags. This tag must be displayed on the rear view mirror. When permission is granted, it is with the following limitations:

- Upon arrival at school, students are to park in the east lot and not remain in vehicles. Students may only park in designated spaces (NOT behind the school building).
- Students are not permitted to park in traditional staff lots and fire lane(s).
- Unless excused early, students may not return to vehicles until the end of the day without permission from the office.
- **Students may not transport other students to or from school without providing written permission from their parents and the parents of the other student(s).**
- Once buses begin moving out of the lot at the end of the day, all students in vehicles must stop until the buses have departed.

- Students who have their license number reported to the office for driving recklessly around school property or around school buses may have their driving privileges suspended or revoked.
- Students who fail to properly display their registration tag or who drive their vehicle on the school lot during driving privilege suspension may have their vehicle towed at their expense or parent's expense.
- Student vehicles parked on school property are subject to search.

MIDDLE SCHOOL FUN DAY AND DANCES

Dances are scheduled for the enjoyment of the students. Students are required, however, to exhibit appropriate behavior and are expected to follow all school rules. Failure to follow school rules or specific instructions from adult chaperons may result in a student not being allowed to attend future dances. Students will be excluded from dances if they receive an out-of-school suspension (OSS) at any point during the school year. Students will also be excluded if they receive seven or more total days of ISA (In-School Assignment) in one school year or have been assigned to an Alternative School at Greytown. Additionally, because school attendance is essential for a student's overall academic success, any student that has 72 or more unexcused hours (habitual absences) will be excluded from school dances once that threshold is met. Finally, students are expected to stay in the school building for the entire dance. Students will be permitted to leave however, if a parent or guardian signs the student out.

Fun Day Activities are to celebrate the successes students have had during the school year. Fun Day Activities are defined as attending a Mud Hens game or planned activities on the last day of the school year. Students will be excluded from Fun Day Activities if they receive an out-of-school suspension (OSS) at any point during the school year. Students will also be excluded if they receive seven or more total days of ISA (In-School Assignment) in one school year or have been assigned to the Alternative School at Greytown. Additionally, because school attendance is essential for a student's overall academic success, any student that has 72 or more unexcused hours (habitual absences) will be excluded from school Fun Day Activities once that threshold is met.

ELIGIBILITY FOR ATHLETIC ACTIVITIES

Lakota Schools enforce the eligibility requirements of the Ohio High School Athletic Association (OHSAA) for participation in athletics.

- LMS students enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the students received grades.
- LHS students must be passing in subjects that earn 5 credits toward graduation and have a total grade point average of at least 1.5 on a 4.0 scale. Eligibility for students is determined each 9 weeks utilizing the grades received in the preceding 9 weeks or semester be it in the form of a grade card or interim report. Eligibility or ineligibility begins on the fifth school day following the

end of each grading period and continues until the start of the fifth day following the end of the next grading period. Summer school grades may not be used to substitute for failing grades from the final grading period of the preceding year.

LHS and LMS students must be in attendance for half of the scheduled school day to participate in extracurricular or athletic activities (i.e. practices, games). This requirement may be waived only with prior approval from the principal.

Food/Beverages

Open containers and food wrappers are not permitted in the building during instructional time. If the seal on a container or package is broken, it is considered open. Students are not permitted to store open food items in their lockers. Food and drinks are not permitted in classrooms without teacher permission.

Drug Testing Policy

The Lakota Board of Education Drug Testing Policy was formed because of a concern that alcohol and illicit drugs may be used by Lakota High School and Middle School students. The Lakota Board of Education desires to implement a policy which will attempt to provide this district with a safe and healthful student program. This policy reflects the Lakota Board of Education and the community's strong commitment to establish a truly drug and alcohol free school program. Because of the pervasive nature of drug use in our local schools, the Lakota School district has selected student athletes, students who participate in athletics. This policy applies to all athletes from grades 7 – 12 and those students who drive to school (See the Lakota Athletic Handbook for complete policy).

EMERGENCY MEDICAL FORM

Each student is required to have current Emergency Medical Information on file with Lakota Schools. These will be available online at Final Forms.com and must be completed and signed by a parent or guardian. It is important that these forms are completed 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 information must be updated by the end of the first week of school. Students who do not have current information on file, may be subject to disciplinary action.

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. **A diploma will not be issued with outstanding fees.**

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

No credit will be given for a course until it has been successfully completed with a passing grade. All required coursework must be completed to receive credit for a course, including major tests, projects and term papers. Grades will be determined by established standards for the grade, level of the course, and the achievement and ability of the student. Failure of any two quarters will result in failure of the class for the semester. Grades to be entered on the grade cards shall be A, B, C, D, F or I. The grading scale for all courses has been adopted as:

90 - 100 = A 80 - 90 = B 70 - 80 = C 60 - 70 = D 0 - 60 = F

- **LHS** – Course grades will be determined using the four nine-week grades and a semester/final exam/final project. Interim reports will be sent to parents/guardians at the 4.5 week interval of the 9 week grading period. The interim grade is not used in calculating the final grade but is designed to update parents on academic progress in each course. For the purposes of OHSAA athletic eligibility, current grades will be determined every 9 weeks.

Earning credit toward graduation

The school year consists of two separate semesters of coursework. Each semester consists of two nine-week grading periods, plus a semester exam. The grades earned in each of the two nine weeks periods, plus that earned on the semester exam, are averaged to determine the semester average grade. To earn credit for a semester's worth of work (generally ½ credit per semester), a student must earn a passing grade for the semester average.

Course organization

Grading occurs once each nine (9) weeks. However, credit is assigned on a semester basis. For year-long courses, a student will be awarded ½ of the total credit for the course upon the successful completion of a semester. A student who fails to earn credit for a required course for either one or both semesters, must repeat the course to make up the missing credit.

- **LMS** - yearly grades will be calculated as the average of the four nine-weeks grades; grades for the semester course will be the average of the two nine-weeks grades. A yearly/semester average of .5 or above is required for passing a subject. Excessive absences are also possible reasons for retention.

A student at LHS must have completed at least:

- 5 units of credit to be classified as a Sophomore
- 10 units to be classified as a Junior
- 14 units to be classified as a Senior

Students in danger of failing to meet minimum units required for credit will be notified by the teacher and/or counselor before the end of the semester.

HONOR ROLL

Counselors at both LMS and LHS prepare the Honor Roll for release to area newspapers soon after the end of each grading period.

- LMS recognizes “All A” and “All A and B” Honor Roll students.
- To qualify for the LHS Honor Roll, a student must have received a 3.00-4.00 grade point average for the grading period with no grade lower than a “C”.

To calculate a grade point average, assign a point value to each course grade (see below) and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of a “C” would be $.5 \times 2 = 1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned.

A = 4, B = 3, C = 2, D = 1, F = 0.

- LMS and LHS students can earn an academic letter each year by maintaining a 3.5 GPA (with no semester/year-end average lower than a “C”).

NATIONAL HONOR SOCIETY/HONORS BANQUET

The qualities of scholarship, leadership, service and character are required for selection into the National Honor Society. The selection procedure for induction into National Honor Society will be as follows:

- A list of juniors and seniors who have attended Lakota High School for at least one semester and who qualify academically (3.25 GPA) for the National Honor Society will be prepared by the office.
- Students who are eligible scholastically will be given a Student Activity Form which must be returned for the student to be considered for selection into the chapter.

- A faculty evaluation form will be prepared with the names of those students who are academically eligible. The faculty will be asked to evaluate each eligible student that they know on a scale of 1 to 4, where 4 is considered the highest rating. The NHS advisor will tabulate the evaluation forms to present to the NHS selection committee.
- A NHS selection committee consisting of five faculty members will select students to the NHS. The committee will review each candidate's activity information form, review the faculty evaluations, and discuss the qualifications of each student. Candidates receiving a majority vote from the committee will be inducted into the NHS.
- Those students selected will be "tapped" for membership.
- A formal induction ceremony will be held at the Honors Banquet in May.
- Any active member who falls below the standards which were the basis for his/her election may be subject to dismissal in compliance with the rules and regulations of the NHS.
- The Lakota High School chapter of the National Honor Society is governed by the National by-laws and constitution.
- Lakota High School students who have been on the honor roll for the first three nine weeks grading periods will be invited to the Honors Banquet along with their parents/guardians.

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 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.

GRADUATION

In the absence of snow emergency make up days, which could possibly extend the school year, the schedule for 2021-2022 graduation activities and senior requirements will be as follows:

- Graduation ceremonies will be on June 5, 2022 at 2:00 p.m.
- All graduation requirements, both state and local, (appropriate courses taken, enough and appropriate credits obtained and all sections of an Ohio Department of Education Graduation Pathway) must be completed prior **to May 27, 2022**. Only those students meeting these requirements are eligible to participate in commencement exercises.
- All fees must be paid, athletic equipment turned in, library books and textbooks turned in for a student to receive their diploma.

- Graduation rehearsals, Senior Awards Ceremony and Dress Rehearsal dates and times will be announced in advance.
- Seniors must attend all scheduled rehearsals, Senior Awards Ceremony and the dress rehearsal in order to “cross the stage” during the graduation ceremony. In addition, all seniors must abide by all behavior and discipline rules up to and including the graduation ceremony in order to receive their diploma after commencement.
- There is a strict dress code requirement for the dress rehearsal and for the ceremony. Any failure to abide by these requirements will result in a student not crossing the stage and may even result in a delayed receipt of the student’s diploma.
- Students wishing to acknowledge a deceased classmate may do so by wearing a black satin loop pinned to the graduation gown. The black satin loops and pins will be provided by the office. Any other acknowledgment will be in violation of the dress code requirement.

SCHOOL COUNSELOR

Both LMS and LHS have services of a school counselor. Students are encouraged to confer with the counselor about any problem causing difficulty at school. Group counseling 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.

INTERROGATION OF STUDENTS

- Personnel outside of the school such as law enforcement and social workers, have the right and duty to interview students relative to crimes or potential crimes. In those cases:
- Permission must be granted by the principal or designee.
- Reasonable efforts will be made to notify a parent or guardian prior to the interview (unless the parent or guardian is the subject of the interview as in a child abuse case, for example).
- The principal, or designee, will be present at the interview. The school counselor and/or nurse may also attend the interview.

LOCKERS

- LMS and LHS assign each student one locker. 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 are required to use private combination or key locks for P.E. and athletic lockers. -
- 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 High School 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 not permitted at LHS and LMS. Applications for free/reduced lunches and breakfast are available on Final Forms.com.

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.

PROM/DANCE POLICY

At a dance, LHS and LMS students and their guests must abide by the student conduct code that is in force during normal school activities. Students may not bring backpacks, food, and/or beverages into dances. School dances are held only on evenings when there is no school the following day and will conclude by 10:00 P.M. for the MS and 11:00 P.M. for the HS. Only LMS students may attend LMS dances; only LHS students and their guests may attend LHS dances. LHS students may bring one guest to a dance with the following limitations:

- A student must obtain a Dance Guest Form in advance from the LHS office. It must be completed and returned to the LHS office 3 days prior to the dance.
- A guest must be a current student in grades 9-12 or recent graduate. No student, public or private, below grade 9 will be permitted to attend an LHS dance.
- A guest is the responsibility of the LHS student who brings him/her to the dance. If there is a problem, the LHS student and guest may be asked to leave.
- LHS students and their guests who attend a dance must show picture ID (student ID, license, etc.) to verify they are a LHS student.

- Once a student has been admitted to a dance, they may not leave and re-enter for any reason.
- At LMS, guests are not permitted at dances.

ACTIVITIES

Lakota Schools offer students a variety of extracurricular and athletic activities from which to choose. All rules, regulations, and policies that apply to students in school also apply to students during participation in activities, whether at school, at other schools, or in the community.

Extracurricular activities may be held on days when the school scheduling the activity is closed because of an emergency if the Superintendent determines that this is appropriate. No school activities will be scheduled on Sunday without approval from the Superintendent. **No school activities will last beyond 6:00 P.M. on Wednesday evenings** except athletic contests scheduled under Sandusky Bay Conference rules or tournament play scheduled by the OHSAA. Refer to the attendance policy for minimum daily attendance requirements. LHS & LMS students must be in attendance half of the scheduled school day to participate (i.e. practices, games).

Any extra-curricular participation is a privilege, not a right. A student may be denied participation because of disciplinary or academic actions.

SIGN POSTING/ADVERTISING & SALES

Only Lakota Local Schools organizations or groups with special permission may post signs. No announcements or posting of non-school activities will be permitted without the approval of the principal. A minimum of 48 hours notice is required to ensure that the principal has the opportunity to review the announcement or posting. Any announcement without the principal's approval will be immediately removed. Students may not sell items on school premises unless authorized to do so.

ASSEMBLIES

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

STUDENT RECORDS

Student records shall remain confidential in accordance with the Family Rights and Privacy Act of 1974, which requires that:

- parents or guardians or students who have attained the age of 18 have the right to review their records and to challenge any items they deem inaccurate,
- such records shall be made available to parents or guardians or students over 18 no later than 30 days after the request in writing for review has been made, and
- such review shall be made on school property and in the presence of the principal or counselor.

ACADEMIC ASSIST

Academic assist is a place for working and learning, and the same behaviors that are expected in any classroom are expected in academic assist. **Students must bring work to academic assist.** Card playing, personal grooming, and eating are prohibited. Students may work together

only with the permission of the teacher. Academic assist is also an ideal time for students to visit the library or counselor's office.

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. 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 textbooks 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 funds 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.

VOCATIONAL STUDENTS

Students who enroll at Vanguard or Sentinel Career Centers can choose to return to Lakota High School. However, they must attend Vanguard for the first two weeks of the fall semester and may then elect, in writing, to return to LHS.

WITHDRAWING/ADDING A COURSE

Withdrawing or adding elective courses should be done as soon as possible at the start of each semester. The initial request should be made to the counselor, who will require a legitimate reason for withdrawing, parent permission, and the course to be selected as an alternative. A student will not be permitted to withdraw from a course after the first five days of the school year. Avoiding an unwanted grade after the first grading period is **not** considered a valid reason for withdrawing from a course. The building principal must approve all requests for withdrawing from a course.

WITHDRAWAL FROM SCHOOL

Students intending to withdraw from school should notify the Guidance Counselor and the office as early as possible before the actual day of withdrawal. The student should return all textbooks, library books, athletic uniforms, etc. A withdrawal form must be circulated among the student's teachers, coaches and advisors and returned to the office. All fees and fines must be paid before a student's transcript will be released to the new school.

WORK PERMITS

Age and Schooling Certificates, commonly called Work Permits, are required for most jobs for students under 18 years of age. Applications for work permits are available in the school offices. The building principal/secretary, parent, employer, and a physician must complete the appropriate sections of the application, which should then be taken to the high school or Middle School office for approval.

Bring Your Own Technology (BYOT) – Grades 9-12

A guide for Students, Staff, and Parents

Purpose

Lakota High School is committed to moving towards a 21st century learning environment. As part of this commitment, Lakota High School allows students, staff and community members access to a new "Public" wireless network, using their own technology. With teacher/staff approval, students will be able to access a filtered Internet connection to be used for educational purposes only. We realize that not every student owns a device; and for those who do, some may choose not to bring their personally-owned technology to school. Additionally, there is absolutely no expectation that parents should provide a device to their child for this program.

Plan

Students, staff, community members and guests may begin bringing their devices to school. Users will be prompted to accept the Lakota Schools Network and Internet Acceptable Use and Safety Agreement every 4 hours. Students, staff and other district employees will be responsible for adhering to all other district/building acceptable use policies, codes of conduct, or administrative guidelines while using the district's public network.

Students, staff, community members and guests who do not accept Lakota Schools Network and Internet Acceptable Use and Safety Agreement form will not be permitted network access. Once a user has accepted the Lakota Schools Network and Internet Acceptable Use and Safety Agreement form, they will have access to a filtered Internet connection where users are not permitted to bypass this filter for any reason.

Policy

Definition of "Technology"

For the purpose of this B.Y.O.D./B.Y.O.T. program, “Technology” means any privately owned wireless communication device or portable electronic equipment. This includes, but is not limited to: Smartphones, tablets, netbooks, iOS devices, and laptops. Cell phones have their own independent policy.

Area/Time of Use	Use Permitted?
Classrooms	Staff Discretion
Hallways/Class Change	Yes
Restrooms/Locker Rooms	No
Cafeteria/Lunch	Yes
District Sponsored Extra-Curricular	Staff Discretion

Internet Access

When using personal devices at school, students and staff will only be permitted to access the Internet through the Lakota Schools Guest wireless network. This is the same “Filtered” Internet connection that all school computers use.

Security and Damages

The responsibility to keep any personally owned device secure and safe rests entirely with the individual owner. Lakota Schools is not responsible for any device damaged or stolen while on district property. It is recommended that all devices be labeled or otherwise identified before being brought to school.

Privileges and rights

Use of this wireless resource is a privilege, not a right, intended to enhance teaching and learning. Users may be denied access at any time, for any reason. Students should not have the expectation of privacy on any device they bring into Lakota Schools. If staff members suspect improper use and/or abuse of this or related policies, they have the right to examine related BYOT student technology at any time.

Guidelines

In addition to the Lakota Schools Network and Internet Acceptable Use and Safety Agreement, student code of conduct, board policies, building policies and administrative guidelines already in place, there are additional guidelines/policies users should be aware of:

1. All devices should – by default – be set to mute/silent.
2. Students are prohibited from using electronic devices to capture, record, or transmit the audio or images (i.e. pictures/video), of any student, staff member, or other person on school property or while attending a school-related activity without the express prior notice and explicit consent for the capture, recording or transmission of such audio or images. Using an electronic device to capture, record or transmit audio or images of an individual or group without his/her/their consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use an electronic device to violate the privacy rights of another person may have their device confiscated. Additional consequences may apply at the discretion of the principal, or designee.
3. Student use of any electronic device while in class, while participating in school activities (e.g. extra-curricular activities and while participating in in school-related functions is restricted to academic or instructional purposes only, as determined by the instructor. During these times, the use of such devices for personal, business or entertainment purposes is prohibited (e.g. no games).
4. Lakota Schools will not provide access to our internal resources or servers to any personally-owned devices.
5. Lakota Schools will not provide access to our copiers or printers to any personally-owned devices.
6. Lakota Schools or its staff will not provide any technical assistance on personally-owned devices. Users are directed to utilize their user manuals and other resources provided by their device manufacturer for technical assistance.
7. Lakota Schools will not provide the opportunity to charge any personal device. It is the responsibility of the user to have a properly charged device before schools.
8. Student access may be restricted without prior notice. Access may be limited or unavailable.

Lakota Local Schools Video Conferencing Policy for Staff and Students

Introduction

Lakota Local School staff members may choose to use Video Conferencing platforms in order to connect with students, facilitate meetings, or deliver virtual lessons that can be viewed later online. This document provides general guidelines for connecting with students through Video Conferencing Platforms for academic and social-emotional purposes.

Video Conferencing Platforms Permitted for Use Between Staff and Students

Lakota Local Schools permits the use of **Google Meet** (formerly called *Google Hangouts Meet*) and **Blocksi** as a video conferencing platform available for staff to use in communicating with students. Both Google Meet and Blocksi meet the criteria of being FERPA compliant for communication between staff and students. Google Meet and Blocksi are the exclusive Video Conferencing Platforms for communication between staff and students in the Lakota Local School district.

Requirements for Video Conferencing Between Staff and Students in the Lakota Local School District

- Staff members may record Video Conferencing sessions as long as they provide notice that the recording is taking place and that the recording does not include student images.
- Students are not permitted to record any Video Conferencing session without the consent of the staff member in the session.
- Parents/guardians of elementary students must consent to Video Conferencing in *FinalForms* before the student may participate.
- Staff members and students **must** use their school issued accounts when video conferencing, **not** their personal accounts. Parent accounts are acceptable at the early childhood level (Pre-K) as students do not have school accounts.

Suggested Uses For Video Conferencing in the Lakota Local School District

- Whole-Class Meeting
- Small-Group Instruction
- Small-Group Discussion
- Office Hours (regular posted for review, extra help, feedback)
- Modeling Group Work
- Lunch Bunches
- Morning Meeting
- Interactive Read Aloud
- Writing Share-out: give a writing assignment and have students share their writing with the rest of the class
- Group Review Session

Video Conference Tips for Staff and Students

- Be respectful of others' time by attending the conference on time (sign in at least 5 minutes before the conference begins)
- Be very mindful of what the camera is showing in the background. Choose a safe and appropriate place and appropriate attire for conferencing
- Set expectations for a video conference like you would any class discussion; state learning objectives if appropriate
- Students should use their first name and last initial as a screen name
- Teachers should recognize (say hello to) students as they enter the group. Students should say hello if the teacher doesn't see them enter
- Remind participants to mute their microphones unless they want to speak.
- Do **not** share the video conference link with anyone outside the participants that were invited

The Lakota Local School Acceptable Use Policy remains in effect and any misuse of Lakota accounts and technology, including cyberbullying or inappropriate behavior, may result in disciplinary action.

Lakota Local Schools

Laptop Handbook

Mission of the 1-to-1 Program

The mission of the 1-to-1 program at Lakota Local Schools is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The team will establish collaborative professional learning communities, based on integrative professional development for teachers, so that this program enhances classroom environments implementing high-quality instruction, assessment and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The Board of Education, district staff and community members will all play a key role in the development of effective and high quality educational experiences.

Purpose of the Device

The Lakota Local School District is supplying all 5th-12th grade students with a laptop device. This device is property of the Lakota Local School District. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The laptop allows student access to G Suite, Office 365, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high-end computing.

Receiving Your Laptop

Laptop Use Fee

Students are required to pay a yearly laptop use fee of \$10.00. This fee is automatically included in the general student fee billed to each student at the beginning of the school year. Students that qualify for free lunch are eligible to have the laptop fee waived as long as the proper paperwork is on file with the Food Services department.

Acceptable Use Policy and Laptop Handbook

Parents/Guardians and Students are required to sign the Acceptable Use Policy and Laptop Handbook in FinalForms each school year. Students will not be issued or reissued their device until these forms have been completed. The Acceptable Use Policy outlines the district's online behavior expectations. The Laptop Handbook outlines the policies and procedures for families to protect the laptop investment for the Lakota Local School District.

Checking Out Your Laptop

Students in grades five through twelve who take at least one course at Lakota will be issued their laptop at the beginning of the school year during the school day.

Returning Your Laptop

Students must return the district owned laptop at the end of each school year. Laptops will be inspected at the end of each year for any damages. All damages will be charged to the student and repaired over the summer. Students leaving the district before the end of the school year must return the district owned laptop to the Media Center. Any laptop not returned will be considered as stolen property and law enforcement agencies will be notified.

Loaner Equipment

If a student leaves their laptop at home, a laptop can be borrowed from the Media Center for the day. Loaner laptops must be returned at the end of each school day. Laptop chargers are also available in the Media Center for students to borrow. These must be returned at the end of each school day as well. Students that repeatedly leave their laptop at home or do not have it charged will face disciplinary action.

Students are responsible for any damages incurred while in possession of the loaner laptop.

Laptop Repairs

Students must report laptop damages or issues to the Media Specialist in the Media Center as soon as possible. The Media Specialist will complete a help desk ticket and send the laptop to the Technology Department for repair. Laptops must be in their case with the charger when sent in for repairs. Do not take your district issued laptop to an outside computer service for any type of repair or maintenance. Students may not attempt to repair their laptop.

Manufacturer's Warranty

The manufacturer has a limited warranty on the laptop. This limited warranty covers normal use, mechanical breakdown, or faulty construction. The manufacturer warranty does not warrant against damage caused by misuse, abuse, or accidents.

Laptop Repair Costs and Insurance

The device will be insured by the Lakota Local School District. The student's family is responsible for the cost of all repairs not covered by the manufacturer's warranty. Repair costs are based upon the cost of materials needed to complete the repair. An estimated list of repair costs is listed below. The district reserves the right to charge for the entire replacement cost if negligence is determined on the handling of the device. Repair costs must be paid in full before the device will be returned to the student.

Laptops Under Repair

Students will be issued a loaner device while their device is being repaired. Students are responsible for any damages incurred while in possession of the loaner laptop. The loaner laptop must be returned at the end of each school day.

Repair Costs

The prices below reflect an estimated cost to repair the student laptop. Prices are subject to change. Repair costs must be paid in full before the device will be returned to the student. Repair costs do not qualify under the free lunch waiver.

- **Screen:** \$45.00
- **Charger:** \$40.00
- **Case:** \$30.00
- **Battery:** \$40.00
- **Touchpad:** \$30.00
- **Keyboard:** \$65.00
- **New Laptop:** \$300.00

Caring for your Laptop

Students are responsible for the general care of the laptop they have been issued by the school.

Laptops that are broken or fail to work properly must be taken to the Media Center as soon as possible so they can be repaired. The following general precautions should be followed:

- Do not eat or drink around your laptop
- Use care when inserting and removing cords and USB devices from the laptop
- Never transport your laptop with the power cord plugged in
- Never carry your laptop with the screen open
- Laptops must remain free of any writing, drawing or stickers
- Do not remove or alter district inventory tags or labels
- Laptops should never be left in a car
- Always keep your laptop in the case
- Do not lean on your laptop or put pressure on the lid when it is closed
- Do not close anything between the keyboard and the screen (Paper, pencils, etc.)
- Clean the screen with a soft, dry microfiber cloth as necessary

Using Your Laptop at School

- Students are expected to bring a fully charged laptop to school each day
- Laptops are to be used for educational purposes
- Students are expected to bring their laptop to every class, every day unless specifically advised not to do so by their teacher

Using Your Laptop at Home

- Laptop use at home is encouraged
- Laptop care at home is just as important as in school
- Laptops should be transported securely to and from school
- Keep your laptop out of reach of pets and young children
- Laptops will be filtered at home to comply with district technology policies
- Students may connect their laptops to home networks and devices (printers, external monitors, etc.).
The Technology Department does not provide support for helping students connect at home.

Storing Your Laptop

- When laptops are not in use, students should store them in a secured locker.
- Nothing should be placed on top of the laptop, even if it is in the case.
- Do not store laptops in a vehicle at school or at home as the extreme temperature changes in a vehicle can damage several parts of a laptop.
- Under no circumstance should your laptop be left in an unsupervised area (cafeteria, locker room, hallway, bus, etc.)

General Laptop Use

Students must report laptop damages or issues to the Media Specialist in the Media Center as soon as possible. The Media Specialist will complete a help desk ticket and send the laptop to the Technology Office for repair. Do not take your district issued laptop to an outside computer service for any type of repair or maintenance. Students should not attempt to repair their laptop.

Printing

Students may use the district's network printers with teacher permission. Students may connect their laptop to home printers. The Technology Department does not provide support to help connect to home printers.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones/earbuds may be used at the discretion of the teacher. Be respectful of others while using the sound on your laptop.

Accounts and Passwords

Students will only be able to sign in with their school issued account on district owned laptops. Students will have the same account for their entire school career. Students enrolled in College Credit Plus classes will be able to sign in with their college accounts as well.

Operating System

Laptops may either run on the Windows 10 or Chrome Operating system. The Technology Department will release the newest version of Windows and Chrome OS to student devices once each version is approved. Students may not remove or alter the operating system on their laptop. Any attempt to do so will result in disciplinary action.

Laptop Updates

Laptops are designed to automatically install updates. Students may be required to restart their laptop periodically to ensure the latest updates have been installed.

Monitoring

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.

Lost or Stolen Devices

Students must report lost or stolen devices to the Media Center as soon as possible. The Technology Department will disable all lost/stolen devices as soon as they are reported to prevent unauthorized use. If the device is stolen, students are responsible for filing a police report. Students are responsible for the cost to replace the lost or stolen device.

Managing & Saving Your Digital Work

Students are provided access to Office 365 as well as G Suite for Education.

Loss of Internet Connection

Students have access to certain applications when an internet connection is not available. Students will have the ability to download and continue editing files without being connected to the internet.

Email

Email is to be used for educational purposes only. Always use appropriate language in your communications. Do not send language or materials that may be considered profane, obscene, abusive, or offensive to others. Email may not be used to send chain letters, spam or promotions. Email and communications are subject to inspection by the school at any time.

Copyright and Originality

Students must comply with trademark, copyright and all license agreements. Plagiarism is a violation of student code of conduct. Be sure to give credit to all sources used whether quoted or summarized. This includes all forms of media on the internet, such as images, movies, music and text.

Keeping Track of Assignments

Students are encouraged to use the calendar feature on their laptops to keep track of assignments, projects, tests, quizzes, etc. Create an event on your calendar on the due date for each assignment.

Organizing Files

Students are encouraged to create a folder on their laptop for each subject. Use these folders to store your electronic files for each class.

Transferring Your Files

Prior to leaving the district or graduating, students should back up their files to a personal storage device or account. The Technology Department will offer support for graduating Seniors at the end of the school year to help them transfer their files. Students will have access to their account until the first day of the following school year. Students are responsible for transferring all files before this date.

Acceptable Use Policy and Expectations

Students must adhere to the rules outlined in our Acceptable Use Policy anytime they are using a district owned device, district account, or a district connection (Wi-Fi). Our district expectations for student behavior on laptops is outlined below. The full Acceptable Use Policy can be viewed on our district website.

Students Are Responsible for Their School Issued Account

- Do not give your password to anyone.
- If you suspect your password has been compromised, change it right away.
- Log out of your account when you are finished.

Students are Responsible for Their Language

- Do not use foul or inappropriate language.
- Only use language that you would use with your teacher or principal.

Students are Responsible for How They Treat Other People

- Do not write or post anything embarrassing, mean or hurtful towards another person.
- Do not be a bully or use bully-like behaviors towards another person.
- Do not send bothersome messages or emails to others.
- Report mean and hurtful things to an adult.

Students are Responsible for Using the District Network

- Do not search for web pages with pictures, words or sounds that are not school appropriate.
- Do not search for content related to sex, violence, weapons or drugs.
- Do not download suspicious or malicious files.
- Do not pretend to be anyone else online.
- Do not send an email, create an account, or post content using someone else's name.

- Do not use another person's username or password.

Students are Responsible for Protecting District Property

- Do not break or destroy any computer equipment intentionally.
- Follow the guidelines in this handbook to responsibly care for your device.

Students are responsible for protecting online property

- Do not plagiarize, ensuring to appropriately cite the source of text, images, videos, and all other content used
- Obey copyright laws
- Do not download words, pictures or music that belongs to someone else

Consequences

The use of technology in the Lakota Local School District is a privilege, not a right. The failure of any user to follow these procedures or meet these expectations will result in the loss of privileges, disciplinary action and/or appropriate legal action. The administration will make all decisions regarding whether or not a student has violated these procedures.

The district cooperates fully with local, state and federal officials in any investigation concerning or relating to violations of laws.

Contents of email and network communications are governed by the Ohio Open Records Law. Proper authorities will be given access to content when needed.

Staying Safe Online

Student safety online is a top priority in the Lakota Local School District. We have several safeguards in place to prevent students from being exposed to inappropriate content and actively monitor online behavior. While we have these measures in place, it is equally as important to educate students on ways to protect themselves online.

Personal Information

- Never share your personal information online, especially with other users that you may not know.
- Personal information includes things such as your name (first and last), address, phone number, school, city, Social Security Number, student ID number, etc.

Email

- Do not open email from someone you do not know.
- If you receive an email from a suspicious user, report it to an adult right away.

Passwords

- Do not share your passwords with others.
- If you need to write your password down, keep it in a safe place.

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 a 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 according to 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