

## Computer Usage Policy

Through the collaborative efforts of the Ohio Department of Education (ODE), the Ohio Educational Computer Network (OECN), the Northeast Ohio Management Information Network (NEOMIN), and the Lakeview Schools, our district is providing electronic information resources (via Internet). The Lakeview District believes in the educational value of such electronic resources to support our curriculum and to enhance learning opportunities for students. Our goal in providing these resources is to promote educational excellence by expanding opportunities for meaningful sharing, innovation, and communication.

The Internet is a global network that will provide the district's children with access to a wide range of information resources from many locations throughout the world as well as having the ability to communicate with experts or other students from around the world or participate in electronic field trips. Use of the Internet for educational projects will assist in preparing our children for success in the 21st century.

However, because electronic sources, such as the Internet, are completely unregulated and fluid environments, the information found on them is constantly changing; therefore, it is impossible to predict what types of information students might encounter at any particular time. Making electronic access available to students carries with it the possibility that some student might locate or create information that may be controversial or cause potential harm to others. The Lakeview District will try its best to protect our students from such occurrences by first training students in the proper operation of the Internet and by explaining the guidelines that the district has established to define its acceptable use. Finally, Internet access on school computers will be permitted only when supervised by a teacher.

Even though the District Use Policy forbids access to material on the Internet that is inappropriate in the school environment and your child's use of the Internet will be supervised, we cannot guarantee that your child could inadvertently gain access to inappropriate material. There also may be additional kinds of material on the Internet that are not in accord with your own family values. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectation about how these values should guide them while they are on the Internet.

# Lakeview Middle School



## 2017-2018 Handbook

Any student wearing, carrying, or displaying gang/hate group paraphernalia or exhibiting behavior or gestures which symbolize gang/hate group membership or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action.

**Harassment** – No student shall engage in verbal or physical activities which are intended to harass or annoy school employees and/or other students. This includes written, verbal, electronic or physical acts.

**Plagiarism/Academic Cheating** – A student shall not use the ideas, words, phrases, or writings of others and pass them off as his/her own. A writer's ideas, words, and the way of expressing them are his/her property, and anyone using them without properly citing and crediting the original source is guilty of plagiarism.

**Search & Seizure** – Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion of violation of the law or school rules. Locks on gym lockers are to prevent theft, not to prevent a search by school authorities.

Search of a student and his/her possessions, including but not limited to, backpacks, purses, and/or book bags may be conducted at any time the student is under the jurisdiction of the Board of Education. If there is a reasonable suspicion that the student has violated the law or school rules, a search may also be conducted with or without the student's consent.

**Sexual Harassment** – Unwanted sexual advances which may be verbal, visual, and/or includes physical contact will not be tolerated. Any student who feels he/she is being harassed should report it to school officials. All matters involving sexual harassment complaints shall remain confidential; however, parents of students involved will be notified.

**Vandalism** – Any willful act or malicious abuse, destruction, defacing, or theft of school property will not be tolerated. Students committing vandalism may be subject to suspension, full restitution, and possible legal action.

## TERMS AND EXPECTATIONS

The following terms are intended to clarify the language listed under the Criteria for Corrective Action found on pages 25 and 26 of this handbook.

**Accepting Differences** – Students with different cultural heritages, handicaps, religions, and races attend Lakeview Middle School. It is expected that students will be tolerant of such differences and treat others with the same respect they would want for themselves. Therefore, the use of racial, ethnic, religious, degrading, or sexual slurs may result in disciplinary action.

**Assault** – A student shall not cause or threaten physical injury to other students, teachers, staff members, or visitors to the school system.

**Dangerous Weapons & Instruments** – A student shall not use, possess, handle, transmit, or conceal dangerous weapons, firearms, knives, mace, tear gas, firecrackers, explosives, or other such devices on school property or at school-sponsored events.

**Disobedience** – A student should follow the reasonable requests or directives of a teacher or authorized school personnel. Repeated or major violations of rules or directives also constitute insubordination.

**Disrespect** – No student shall show disrespect to faculty, staff, or visitors through words or actions. Repeated or major violations of rules or directives shall also constitute insubordination.

**Disruption of School** – Students who by words, acts, or deeds directly incite others to commit violence or disrupt the atmosphere or order and discipline shall be subjected to strong disciplinary action. (An example, but not limited to, bomb threats, setting off fire alarms, use for incendiaries [fire crackers, smoke bombs, etc.], strikes or walk-outs, stink bombs, and/or impeding of free flow of traffic within the school).

**Fighting** – Students shall not provoke or engage in physical contact for the express purpose of inflicting harm on another person. Words can constitute provocation.

**Gangs** – Gang/hate group activity, clothing, and paraphernalia are prohibited.

Gangs and hate groups which initiate, advocate, or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment will not be tolerated. Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

## This Handbook belongs to

\_\_\_\_\_  
Student's name

\_\_\_\_\_  
Grade

## Important Information

Homeroom \_\_\_\_\_

Bus Number \_\_\_\_\_ Locker Number \_\_\_\_\_

Locker Room Number \_\_\_\_\_

## Schedule

Period 1 \_\_\_\_\_

Period 2 \_\_\_\_\_

Period 3 \_\_\_\_\_

Period 4 \_\_\_\_\_

Period 5 \_\_\_\_\_

Period 6 \_\_\_\_\_

Period 7 \_\_\_\_\_

Period 8 \_\_\_\_\_

# Lakeview Middle School

<http://www.lakeviewlocal.org>

640 Wakefield Drive

Cortland, Ohio 44410

330-637-4360

Office Hours 7:45 A.M. - 3:15 P.M.

## Lakeview Local School District

### Board of Education

Donna Zuga, President     Larry Sherer, Vice President

Jennifer Nicholas     Mary Williams     Troy Adair

### Administration

Mr. Robert Wilson	Superintendent
Sean Miller	Treasurer
Lawrence Herrholtz	High School Principal
Michael DeToro	Assistant HS Principal
Ashley Handrych	Middle School Principal
Scott Taylor	Elementary Principal
Ron DeJulio	Athletic Director/Middle School Dean of Students

## ASSESSMENT INSTRUMENTS FOR GIFTED

### IDENTIFICATION

#### SUPERIOR COGNITIVE ABILITY

Cognitive Abilities Test, Form 5, Raven’s Progressive Matrices, and/or the Wechsler Intelligence Scale for Children, 3<sup>rd</sup> Ed (WISCIII) are used for Screening and Identification at Lakeview. The selection criteria are scores at and above 130 + or – the standard measure of error.

#### SPECIFIC ACADEMIC ABILITY

Iowa Tests of Basic Skills, Complete Battery, Iowa Tests of Educational Development, and/or the Wechsler Individual Achievement Test are the tests used for Screening and Identification at Lakeview. Criteria for selection are scores at and above the 90<sup>th</sup> Percentile.

#### CREATIVE THINKING ABILITY

Cognitive Abilities Test, Form 5, and/or the Gifted and Talented Evaluation Scale (GATES) are used for screening and identification at Lakeview. Criteria for selection are 80% for CogAt and 90% for the GATES.

#### VISUAL AND/OR PERFORMING ARTS ABILITY

Audition or performance in dancing, theatre or music, display of work in art or music and/or Gifted and Talented Evaluation Scale (GATES) are used for screening and identification at Lakeview. Criteria for selection are Superior Ability and/or a score of 78% on the GATES.

This information is taken from the following State Documents:

*District Policy and Plan For the Identification of Children Who are Gifted and the INFORMATION FOR PARENTS on the Assessment Instruments used by the District For Gifted Identification.*

If you have any questions, please call the Principal or the Administrative Assistant.

For additional information – copies of Excerpts from HB 282 – *The Identification of Children Who are Gifted* are available upon request at each Lakeview building.

## GENERAL

The district accepts scores on assessment instruments approved for use by the Ohio Department of Education provided by other districts and/or trained personnel outside the school district.

## TRANSFER

The district ensures that any child transferring into the district will be assessed within 90 days of the transfer at the request of the parent. Parents shall contact the building principal.

## SERVICES

The District ensures equal opportunity for all district students identified as gifted to receive any services offered by the district.

## WITHDRAWAL

If at anytime, a student wishes to withdraw from gifted programs or services, the request should be written by the parent or child to the building administrator. If children request to withdraw, parents will be notified.

## APPEAL PROCEDURE

An appeal by the parent is the reconsideration of the results of any part of the identification process which would include:

- Screening procedure or assessment instrument (which results in identification)
- The scheduling of children for assessment
- The placement of a student in any program
- Receipt of services

Parents should submit a letter to the superintendent or designee outlining the nature of the concern.

The superintendent or designee will convene a meeting with the parent/guardian, which may include other school personnel.

The superintendent or designee will issue a written final decision within 30 days of the appeal. This written notice will include the reason for the decision (s).

# Welcome to Lakeview Middle School

I am privileged to have the opportunity to serve as the Lakeview Middle School Principal. It is an honor to work with our highly qualified and dedicated staff, our wonderful students, supportive families, and amazing community. I'm very passionate about education and I look forward to partnering with you to provide our students with a rigorous, engaging, and high-quality middle school experience. I recognize the importance of a strong home-school connection and I believe that parents are every child's first teacher. By working together, we can make sure your child's social, emotional, and academic needs are met. As you know, the middle school years are a critical time in the development of students and it is our goal to provide them with an educational experience that sharpens their 21st century skills and instills a lifelong love of learning.

This handbook has been designed as a reference booklet for students and parents. Its purpose is to share useful information about the Middle School. Policies and practices regarding the organization and operation of the school are summarized in this booklet. Having fully informed students and parents will help build a successful educational program. Please familiarize yourself with the contents, and use it as a guide in making the most of all educational opportunities available.

Thank you for your support and cooperation.

Ashley Handrych

Principal

Lakeview Middle School

## **LMS Student Expectations**

### **To Be**

**Respectful  
Responsible  
Active Learner  
Problem Solver  
Peace Maker**

## **Lakeview Middle School Philosophy**

We at the Lakeview Middle School recognize that the middle grades are transitional and the needs of the students are diverse. We believe that we must meet individual instructional needs while providing the opportunity for our students to become more mature and responsible.

We recognize that in order for this program to provide the students with effective guidance and leadership, we must have support and cooperation among staff members, parents, and other members of the community.

## **OBJECTIVES**

1. To provide instruction which is as individualized as possible.
2. To continuously improve our educational program.
3. To constantly strive to improve our instructional methods.
4. To encourage community cooperation and involvement with our school.
5. To continue to assess the program of the Middle School as it relates to the other schools in the district in order to assure continuity in the total experience of each student.

## **MISSION STATEMENT**

The Lakeview Middle School is committed to preparing young students to cope with the changes from childhood to adolescence and to acquire the academic skills and self-discipline necessary for the transition from middle to high school.

District cut-off scores at the screening stage, are lower than the scores necessary for identification. Parents must be notified within thirty days of the results of screening.

### **Stage III:**

## **ASSESSMENT FOR IDENTIFICATION**

Assessment strategies provide additional data necessary for an identification decision and the delivery of services. Strategies for additional assessment include the individual and group testing requirements of Sections 3324.01-3324.07 of the Ohio Revised Code; and as described in the Gifted Identification pamphlet.

Once additional assessment has been completed, the data obtained throughout the stages of identification are evaluated, the identification decision is made and student's educational needs are determined.

## **REFERRAL**

The district ensures there are ample and appropriate scheduling procedures for assessments and reassessments using:

- Group tests
- Individually-administered tests
- Audition, performance
- Display of work
- Exhibition
- Checklists

Children may be referred on an ongoing basis, based on the following:

- Child request (self-referral)
- Teacher recommendation
- Parent/guardian request
- Child referral of peer
- Other (e.g., psychologist, community members, principal, gifted coordinator, etc.)

Upon receipt of a referral, the district will:

- Follow the process as outlined in this brochure
- Notify parents of results of screening or assessment and identification.

The district shall provide at least two opportunities a year for assessment in the case of children requesting assessment or recommended for assessment by teachers, parents, or other children.

**GIFTED IDENTIFICATION**  
**Model Policies and Plan for the**  
**IDENTIFICATION OF CHILDREN WHO ARE GIFTED**  
**The identification of Assessment Instruments**  
**That Will Be Used for Gifted Identification**

**DEFINITION**

“Gifted” means students who perform or show potential for performing at remarkable high levels of accomplishment when compared to others of their age, experience, or environment and who are identified under division (A), (B), (C), or (D) of section 3324.03 of the Ohio Revised Code.

**SCREENING AND ASSESSING**

The District uses a three-part approach to screen students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creativity, and visual and/or performing arts ability.

**Stage I:**

**PRE-ASSESSMENT**

The pre-assessment part of the process involves gathering student data from a variety of sources including teacher, parent, and peer nominations, grades portfolios, observations, review of student records, and outstanding products or performances, etc. All students are involved in the pre-assessment pool.

By using the pre-assessment process, the district ensures equal access to screening and further assessment by all district children, including culturally or linguistically diverse children, children from low socioeconomic backgrounds, children with disabilities, and children for whom English is a second language.

**Stage II:**

**ASSESSMENT FOR SCREENING**

The screening stage examines the data gathered from the pre-assessment stage and determines if additional assessment is necessary. In making decisions about additional assessment, existing test data for students is not the sole determining criteria. School personnel examine all available information about a student to determine if an evidence of possible giftedness exists for that student. When possible giftedness is determined, additional assessments will be conducted.

District cut-off scores at the screening stage, are lower than the scores necessary for identification. Parents must be notified within thirty days of the results of screening.

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## DISMISSAL PASSES

Students must leave school in the manner they are assigned or they must secure a pass from the office. **Parents are asked to send a note to school if they wish their child to leave school in any way other than the way assigned.** The note is to be given to the homeroom teacher at the beginning of the day. The pass is then to be picked up in the office during 6th period.

**Bus Pass:** Students are only permitted to ride other buses in an emergency situation. Arrangements must be made through the middle school office.

**Bicycle Pass:** A bicycle rack is available for the students' convenience. The school, however, takes no responsibility for damage or theft. Only motorless, pedal bicycles are permitted to be ridden to school. All students must have written permission from a parent or guardian on file in the office .

**Walking:** Permitted only if a student is a designated walker. We must have a permission form from parent or guardian on file in the office. Any student who normally rides the bus **MUST** have written permission to be permitted to walk.

## SAFETY FOR WALKERS

Students are asked to observe all pedestrian safety rules while on their way to and from school. It is requested that students arrive no earlier than 7:30 a.m. All walkers must exit from the center doors. Please use sidewalks and do not walk on our neighbors' lawns.

**STUDENTS ARE NOT PERMITTED TO BRING SKATEBOARDS, SCOOTERS OR ROLLER BLADES TO SCHOOL.**

## LAST DAY OF SCHOOL

For the safety of the Middle School students and at the request of local businesses, students will not be permitted to request walking passes on the last day of school. It is requested that all students return home in the way they are assigned.

All assessments and fines must be paid before students receive their final report cards.



## FIRE AND SAFETY PROCEDURES

### FIRE DRILL

State law requires schools to hold periodic fire drills. These drills are held for the safety of our students. Since the signal for the real fire is the same as the one for a drill, it is imperative that all pupils move quickly and quietly out of the building. Fire drill directions are posted in each classroom.

### TORNADO DRILL

Tornado drills will be indicated by a public address announcement or bull-horn announcement if the electric power is out of order. Students are to proceed to their designated area in the building. When arriving at this point, it is necessary to kneel and cover your head. Tornado drill directions are posted in each classroom.

### TRANSPORTATION

Bus service is provided by the Lakeview Board of Education. The safety and welfare of students are our primary concerns. Bus drivers are responsible for the lives of all students on their buses, and will not transport any individual who is a disciplinary problem. If a student's behavior is not acceptable, the privilege of riding the bus may be denied, and it is then the responsibility of the parent to transport the student.

Inappropriate behavior includes, but is not limited to, smoking, eating, throwing objects, riding with arms outside the bus, standing or moving while the bus is in operation, and loud talking. Students are expected to obey commands of the bus driver without question.

Probable corrective action for misbehavior on buses:

**2nd offense** 2 days off the bus

**3rd offense:** 3 days off the bus

**4th offense:** 5 days off the bus

**5th offense:** 10 days off the bus

Appropriate disciplinary action, including denial of bus privilege and/or school discipline, shall be taken as Lakeview Middle School has adopted a position of "Zero Tolerance," per Ohio Revised Code 3313.20.

## 2017-2018 Lakeview Middle School Calendar

Date	Event	Time
<b>August, 2017</b>		
Friday, August 11	4th Grade and New Student Orien-	9:00 a.m.
Friday, August 11	Fall Sports Pictures at LHS	5:00 p.m.
Monday, August 14	Staff reports only	
<b>Tuesday, August 15</b>		
<b>First Day of School for Students</b>		
Thursday, August 31st	Open House	5:00 Grades 6 & 7, 6:15 Grades 4 & 5
<b>September, 2017</b>		
Monday, September 4	Labor Day Holiday, No School	
Friday, September 15	Interim Reports (1st Nine Weeks)	
Friday, September 29	Picture Day	8:15 a.m.
<b>October, 2017</b>		
Friday, October 13	End of the Grading Period (1st Nine	
Friday, October 20	Report Cards (1st Nine Weeks)	
Friday, October 27	Harvest Party (Grades 4 & 5)	1:20 p.m.
<b>November, 2017</b>		
Thursday, November 2	Parent Teacher Conferences	3:00-9:00 p.m.
Thursday, November 9	Picture Make-Up Day	8:15 a.m.
Friday, November 17	Interim Reports (2nd Nine Weeks)	
Weds. November 22-Mon. November	Thanksgiving Break, No School	
Tuesday, November 28	Classes Resume	
Wednesday, November 29	Winter Sports Pictures	2:45 p.m.
<b>December, 2017</b>		
Monday, December 4	5th, 6th, 7th grade choir concert	7:00 p.m.
Wednesday, December 6	6th and 7th grade band concert	7:00 p.m.
Thursday, December 21	End of the Grading Period (2nd Nine	
Fri. December 22-Tues. January 2	Winter Break, No School	

<b>January, 2018</b>		
Wednesday, January 3	Classes Resume	
Friday, January 5	Report Cards (2nd Nine Weeks)	
Tuesday, January 9	Yearbook Activity Pictures & Classroom Groups	8:15 a.m.
Monday, January 15	Martin Luther King Day, No School	
Wednesday, January 17	Spelling Bee, Grades 5, 6, 7	8:00 a.m.
Wednesday, January 17	Spelling Bee, Grade 4	10:00 a.m.
Wednesday, January 31	Building Level Spelling Bee	1:00 p.m.
<b>February, 2018</b>		
Thursday, February 1	Parent Teacher Conferences	3:00 p.m.-9:00 p.m.
Friday, February 2	Interim Reports (3rd Nine Weeks)	
Thursday, February 15	Valentine's Day Party, Grades 4 and 5	1:20 p.m.
Fri. February 16-Mon. February 19	Presidents' Day, No School	
<b>March, 2018</b>		
Friday, March 9	End of the Grading Period (3rd Nine Weeks)	
Thursday, March 15	Spring Pictures	8:15 a.m.
Friday, March 16	Report Cards (3rd Nine Weeks)	
	Calamity Make-Up Day if needed/	
Thursday, March 29	No School Spring Break Begins	
Fri. March 30-Monday, Apr.2	Spring Break	
<b>April, 2018</b>		
Tuesday, April 3	Classes Resume	
Friday, April 13	Interim Reports (4th Nine Weeks)	
Wednesday, April 18	5th and 6th grade band concert	7:00 p.m.
Monday, April 23	5th, 6th, 7th grade choir concert	7:00 p.m.
Monday, April 30	7th and 8th grade band concert	7:30 p.m.
<b>May, 2018</b>		
Tuesday, May 15	7th Grade Recognition Night, HS Auditorium	6:00 p.m.
<b>Wednesday, May 16</b>	<b>Last Day of School (Half Day for Students)</b>	
Thursday, May 17 & Friday, May 18	Teacher Record Days	
Friday, May 25	Mail Report Cards	

## PARENT VOLUNTEERS

Throughout the school year, the school often request help from parents. We seek volunteers for various activities. A form is sent home at the beginning of the school year asking parents to select the areas in which they wish to volunteer.

## SUBSTITUTE TEACHERS

Substitute teachers have the same authority to exercise discipline options, including detentions, in order to manage a classroom as a regular teacher. Our school is fortunate in having capable people to help whenever our regular teachers are ill or attending conferences. Students are expected to be polite, helpful, and as considerate as they would be to their regular teacher.

## COMPUTER GUIDELINES

All school computers, including the files, software programs, network resources, and user privileges contained on them belong solely to the Lakeview Schools, and therefore, are subject to review and inspection by authorized personnel at any time without suspicion or cause.

1. Students shall not alter or damage computer equipment or peripherals.
2. Students are prohibited from unauthorized uses of computer equipment, computer files, or network resources.  
Unauthorized use shall include, but is not limited to:
  - Printing, copying, altering, or deleting computer files or programs without prior authorization.
  - Attempted or actual entry into restricted files or areas of a computer's directory or network.
  - Use of electronic resources (i.e., telecommunications & CD-ROMs) for non-school related reasons, or without proper supervision.
  - The creation, displaying, or printing or any material offensive to other students, teachers, or employees of the Lakeview School District.
3. Other areas of unauthorized computer usage not specifically mentioned here are covered under the school code of conduct and discipline policy.

**PHYSICAL EDUCATION**

Physical education is a regular part of the curriculum at the Middle School. Tennis shoes are a requirement to help preserve our gym floor. A gym locker and lock is assigned to each student.

Every student is expected to participate in physical education. The grading system used for physical education is: P – Pass, F – Fail. Class effort is included with attitude comments on the report card, because effort is a major portion of the student’s grade.

**PHYSICAL EXAMINATIONS**

Our Board Policy states: “All students taking part in interscholastic or intramural sports or any physical activity must pass a physical examination *before taking part in practices or games*. The student must also show evidence of medical and liability insurance coverage.” Physical forms are available in the Middle School office.

**INTRAMURAL SPORTS**

The Middle School intramural sports program is an extension of the physical education program. All students are encouraged to participate in the intramural sports program. Intramural activities include volleyball, basketball, and track and field events.

**ART EDUCATION**

Art education is a requirement for all students, and is graded on the A, B, C, D, and F system. The students are required to have scissors, ruler, compass, glue, fine point marker, crayons, and a No. 2 pencil. These supplies, if marked and taken care of, will last for the three years at the Middle School. 4th grade students will be graded using O, S, U.

**MEDIA CENTER**

The media center is the source of the Middle School information. Several computers are on-line for media wire service updates and student use. In addition, our media center has over 10,000 books for student use. These books, magazines, and other materials may be borrowed for research and pleasure reading.

<u>Staff Member</u>	<u>Position</u>	<u>Location</u>
Mrs. Handrych	Principal	Office
Mr. DeJulio	Dean of Students	219
Mrs. Churley	Secretary	Office
Mrs. Rose Knight	Secretary	Office
Mrs. Hutmacher	Psychologist	Psych.Office
Mrs. Schnurrenberger	Guidance Counselor	Guidance
Mrs. Sandrella	Nurse	Clinic
Mrs. Zador	Speech	Speech Room
Miss DeFrancesco	STEM	101
Mrs. Schmader	Grade 5	100
Mr. Turco	Grade 5	102
Mrs. Kasula	Grade 5	104
Mrs. Dunn	Grade 5	106
Mrs. Gillespie	Librarian/English 6th	Library/room 205
Mrs. Eckart	Library/Educational Aide	Library
Mrs. Conley	Grade 4	112
Mrs. Costarella	Grade 4	114
Mrs. Trunick	Grade 4	116
Mrs. Humphrey	Intervention Specialist	118
Mrs. Johnson	Orthopedic Aide	118
Mrs. Schwartz	Orthopedic Aide	118
Mrs. Price	Grade 4	119
Mrs. Conley	Grade 4	112
Miss Dickey	Grade 5	202
Ms. Krygowski	Intervention Specialist	242
Mrs. Lynch	Title I	245
Mrs. Faatz	Instru. Music 5	Band Room
Mrs. Tripi	Instru. Music 5,6,7	Band Room
Mrs. Briceland	Vocal Music 4,5,6,7	Music Room
Ms. Lawrence	Physical Education	Gymnasium
Mrs. E. Wilson	English/Reading 7	200
Mrs. McDivitt	Math 7	201

Mr. Wonders	Intervention Specialist	243
Mrs. Gibson	Intervention Specialist	203
Mrs. Faatz	Intervention Specialist	200 (1/2)
Mrs. Kindle	Science 7	204
Mrs. C. Wilson	Math 7	205
Mr. Voorhies	Social Studies 7	206
Mr. Mild	Social Studies 5 & 6	207
Mr. Kovacs	Science 6	208
Mrs. Bevilacqua	Educational Aide	209
Mrs. Brown	Math 6	210
Mrs. Nicholas	English/Reading 6	212
Mr. Gysegem	English/Reading 6&7	214
Mrs. Schmucker	Math 6 & 7	216
Mrs. Graeser	Gifted English 5, 6, 7	218
Mrs. Welshhans	Art 4,5,6,7	219
Mrs. Persing	Head Custodian	Building

## CO-CURRICULAR ACTIVITIES

*Absence from school may result in loss of participation in extra-curricular and co-curricular activities.*

### Music Programs

Students in Band and Choir grades 5-7 will have class five days per week. Students who choose to participate in band in grades 6 and 7 must remain in band the entire year. Students are graded on classwork, concert participation, performing assessments and written assessments.

Concerts are required of all participants. Failure to attend the concert results in a failing grade for that grading period. Excused absences on the day of the concert are limited to personal illness or a death in the family. In the event of a vacation or other planned absence from a concert, the principal must be notified THREE weeks prior to the performance. The principal will determine whether the absence is excused. If the absence is excused, the student will be given a substantial assignment to complete as the alternative educational activity. The assignment will be graded. If the assignment is not turned in, the student will fail for the grading period.

Students must be in school half the day in order to participate in a concert. Please call the school if you have questions.

**All band and choir students are required to wear the following for all concerts:**

**Long black dress pants with black socks and black shoes, a plain white dress shirt (with no decorations, printing, logos, sparkles, etc.) Boys may choose to wear a tie. Shirts will be tucked in. Sweat pants, athletic pants, capris, sleeveless blouses, spaghetti straps and t-shirts are unacceptable. Please refer to the letter that the music teachers will provide the first week of school for a detailed description of what is acceptable. Failure to adhere to the dress code will result in a lowered nine-week grade.**

### JUNIOR BETA CLUB

Junior Beta Club is a club based on academic merit and student character. In order to be selected for Junior Beta Club the student must achieve the following two requirements:

1. Student must have been on the honor roll the first 3 nine weeks
2. The student must receive at least one teacher recommendation.

- K. Disruption of school, bomb threats, use or possession of incendiaries, setting off fire alarms, stink bombs, etc.  
 1<sup>st</sup> – 10 days O.S.S. /recommendation for expulsion/contact law enforcement

## Saturday Detention Rules

1. Students must serve their Saturday detention(s) within two weeks of the assigned date(s). First offense for failure to serve detention within the 2-week period will result in an additional Saturday detention.
2. The second offense for failure to serve detention within the 2-week period of assigned date (s) will result in out-of-school suspension. This suspension is the consequence for not following school rules and not a substitute for Saturday detentions. Upon the student’s return to school, all unserved detentions will be reassigned.
3. Enter and exit the building through the rear entrance. Report to **High School Cafeteria** before 8:00 a.m. Dismissal is at 12:00 noon.
4. Tardy to Saturday Detention (after 8 a.m.): First offense is two additional hours; second offense is one additional Saturday detention.
5. Bring all necessary materials such as books, pens, and pencils.
6. Coats/jackets and all belongings will remain in the cafeteria.
7. Students are **not** permitted to do such things as:
  8. Read magazines or newspapers (unless related to school work or all school assignments have been completed); sleep; drink beverages, eat food or candy; talk without permission; leave room without permission; get up and walk around; have visitors; have radios, beepers, or other electronic devices; cause a disturbance.
9. Restroom breaks are scheduled at 9:15 a.m. & 10:30 a.m.
10. Early dismissals will be honored only for such reasons as doctor or dental appointments.
11. Students not doing school work while in Saturday detention will not have the day counted as a day served.
12. Multiple assigned Saturdays must be served consecutively.
13. The maximum number of Saturday Detention days a student can receive during a school year is ten (10). After 10 Saturday detentions, student will receive 3 days out-of-school suspensions. Five and ten day out-of-school suspensions will be assigned for recurring violations of school policy.

Teacher Day: 7:43-3:08	<b>4th grade</b>	
7:45-8:10	Common Planning	
8:10	Student Arrival	
8:15	Tardy Bell	
8:15-8:57	1st period (Block 1)	42 minutes
9:00-9:42	2nd period (Specials)	42 minutes
9:45-10:27	3rd period (Block 1 continued)	42 minutes
10:30-11:00	Lunch	30 minutes
11:05-11:30	Recess	25 minutes
11:40-12:07	4th period (Intervention)	27 minutes
12:10-1:34	5th and 6th period (Block 2)	84 minutes
1:37-3:04	7th and 8th period (Block 3)	87 minutes

Teacher Day: 7:43-3:08	<b>6th Grade</b>	
7:45-8:10	Common Planning	
8:10	Student Arrival	
8:15	Tardy Bell	
8:15-8:57	1st Period	42 minutes
9:00-9:42	2nd Period	42 minutes
9:45-10:27	3rd Period	42 minutes
10:30-11:12	4th Period	42 minutes
11:15-11:57	5th Period (specials)	42 minutes
11:57-12:27	Lunch	30 minutes
12:30-1:12	6th period (specials)	42 minutes
1:12-1:37	Intervention/Enrichment	25 minutes
1:37-2:19	7th Period	42 minutes
2:22-3:04	8th Period	42 minutes

Teacher Day: 7:43-3:08	<b>5th Grade</b>	
7:45-8:10	Common Planning	
8:10	Student Arrival	
	Tardy Bell	
8:15-8:57	1st Period	43 minutes
9:00-9:42	2nd Period	42 minutes
9:45-10:27	3rd Period (specials)	42 minutes
10:30-11:12	4th Period (specials)	42 minutes
11:12-11:42	Lunch	30 minutes
11:45-12:27	5th Period	42 minutes
12:30-1:12	6th Period	42 minutes
1:12-1:37	Intervention/Enrichment	25 minutes
1:37-2:19	7th Period	42 minutes
2:22-3:04	8th Period	42 minutes

Teacher Day: 7:43-3:08	<b>7th Grade</b>	
7:45-8:10	Common Planning	
8:10	Student Arrival	
8:15	Tardy Bell	
8:15-8:57	1st Period	42 minutes
9:00-9:42	2nd Period	42 minutes
9:45-10:27	3rd Period	42 minutes
10:30-11:12	4th Period	42 minutes
11:15-11:57	5th Period (specials)	42 minutes
12:00-12:42	6th period (specials)	42 minutes
12:42-1:12	Lunch	30 minutes
1:12-1:37	Intervention/Enrichment	25 minutes
1:37-2:19	7th Period (specials)	42 minutes
2:22-3:04	8th Period (specials)	42 minutes

## INSTRUCTION

### Curriculum Schedule

All Middle School students have seven/eight periods of instruction every day in each of the major subject areas: English, reading, mathematics, science, and social studies.

Fourth grade students take choir, general music, computers, art, physical education, and STEM.

Fifth, sixth, and seventh grade students are assigned classes in physical education, STEM art, an academic enrichment class, and band or choir.

### Special Education Services

The goal of the Lakeview Middle School instruction program is to meet each individual student's educational needs. Special educational programs available include Gateway (Gifted and Talented instruction), Speech Therapy, Developmentally Handicapped Program, Orthopedically Handicapped Program, and the Specific Learning Disability Program.

### Interim Reports

Interim reports are issued at the mid-point of each nine-week session. Our grading program allows parents to view grades through the Parent Access Web Site. Parent are notified through DRUND and the telephonic messaging system.

### Honor Roll

The honor roll is 3.5 grade point average and above. All grades except physical education are averaged for the honor roll. At the end of each grading period, the honor roll is posted on the bulletin board across from the Clinic and sent to the Tribune Chronicle.

The middle school grading scale:

93-100%	A
92-83%	B
82-73%	C
72-60%	D
59-below	F

Grades on the report card are displayed with the numeric average and the matching letter grade.

## AUTOMATIC CORRECTIVE ACTION

The following violations produce automatic corrective action:

(This list is not all inclusive)

- A. Selling of drugs and alcohol
  - 1<sup>st</sup> – expulsion / contact authorities
- B. Possession or use of drugs and alcohol
  - 1<sup>st</sup> – 10 days O.S.S. / SAP recommendations
  - 2<sup>nd</sup> – expulsion
- C. Use or possession of tobacco or smoking paraphernalia
  - 1<sup>st</sup> - Saturday detention (s) or O.S.S.
  - 2<sup>nd</sup> – 5 days O.S.S. / smoking cessation program (SAP)
  - 3<sup>rd</sup> – 10 days O.S.S. / recommendation for expulsion
  - 4<sup>th</sup> – expulsion
- D. Fighting
  - 1<sup>st</sup> – Saturday detention (s) or O.S.S.
  - 2<sup>nd</sup> – Saturday detention (s) or O.S.S.
  - 3<sup>rd</sup> – Saturday detention (s) or O.S.S.
  - 4<sup>th</sup> – Out-of-school suspension with recommendation for expulsion
- E. Unauthorized leave of school or class.
  - 1<sup>st</sup> – Saturday detention (s)
  - 2<sup>nd</sup> – Saturday detention (s)
  - 3<sup>rd</sup> – Saturday detention (s)
  - 4<sup>th</sup> – Out-of-school suspension
  - 5<sup>th</sup> – Out-of-school suspension with recommendation for expulsion
- F. Use or possession of weapons
  - 1<sup>st</sup> – expulsion for 1 year (state law)
- G. Assault or battery of school employee or student
  - 1<sup>st</sup> – expulsion
- H. Foul or inappropriate language or obscene gesture directed toward a school employee. (verbal or written)
  - 1<sup>st</sup> – Out-of-school suspension
  - 2<sup>nd</sup> – Out-of-school suspension
  - 3<sup>rd</sup> – Out-of-school suspension with recommendation for expulsion
- I. Cell phone use. Students are not permitted to make or receive calls, text messages, or photos. .
  - 1<sup>st</sup>– Lunch detention
  - 2<sup>nd</sup> - After school detention. The phone will be confiscated and returned to the student at the end of the school day.
  - 3<sup>rd</sup>– 2 Detentions and confiscation of phone, returned to parent or guardian.
  - 4<sup>th</sup> – Saturday Detention

## Progression of Corrective Action

**Teacher Detention** – Served within 3 school days of being assigned.

### Failure to Serve Detention

1. Teacher detention plus administrative detention (Detention form must be signed by parent and returned the day after the detention is assigned)
2. Saturday detention – served the next scheduled Saturday
3. Additional Saturday detention assigned. (Must be served next scheduled detention day.)

After a student returns to school from the O.S.S., all teacher, administrative, and Saturday detentions not served, will be reassigned.

**Administrative Detention** – Served within 5 days of assigned date

### Failure to Serve Detention

1. Additional detention assigned. All detentions must be served consecutive days.
2. Saturday detention – served the next scheduled Saturday
3. Additional Saturday assigned – served next scheduled Saturday
4. Out-of-school suspension (O.S.S.)

All detentions not served will be reassigned upon return to school.

**Saturday Detention** – Served within 2 weeks of assigned date

### Failure to Serve Saturday Detention

1. Assigned one additional Saturday. (Served consecutive next scheduled Saturday detention)
2. Out-of-school suspension (O.S.S.)

All detentions not served will be reassigned upon return.

Out-of-school suspension does not cancel any previously assigned teacher, administrative, or Saturday detentions. Out-of-school suspension is the consequence for not accepting disciplinary action, not an alternative.

## 7<sup>th</sup> Grade Pre-Algebra

In order to be placed in pre-algebra, the following criteria will be considered: (1) An “A” average in 6<sup>th</sup> grade math; (2) A score of 70 on the Orleans-Hanna Test, (3) the last two scores on state standardized tests, (4) teacher recommendation, and/or (5) gifted identification in math and/or superior cognitive.

### Promotion

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

The promotion and retention provisions of this policy shall be in compliance with the terms of Ohio's Third Grade Reading Guarantee (Policy 2623.02).

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course requirements at the presently assigned grade
- B. in the opinion of his/her teachers, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead to the educational program of the next grade.

### Important Grading Dates

<u>Interims</u>	<u>End of Quarter</u>	<u>Report Cards</u>
September 15	October 13	October 20
November 17	December 21	January 8
February 2	March 9	March 16
April 13	May 25	Mailed

## STUDENT SERVICES

### CLINIC

Our office staff and school nurses take care of any student who may have problems during the school day. Students must have a pass from their teacher when it is necessary to report to the clinic. The nurse also makes sure that students have the following:

**1. Immunizations:** All of the required immunizations must be complete:

- 5 DPT
- 4 Polio
- 2 MMR
- 3 Hepatitis B

Tdap or Td booster AND meningococcal (serogroups A, C, W, and Y) for all incoming 7th graders

**2. Screenings:** Scoliosis, vision, hearing, and dental (by volunteering dentist).

### DISTRIBUTION OF MEDICATION

The Lakeview Board of Education encourages that, to the extent possible, the parents administer medication to students outside of school hours. However, when this is not possible, the Lakeview Board of Education authorizes its Lakeview Local School employees to administer the prescribed medication in accordance with the Ohio Revised Code 3313.713 and over-the-counter medication as requested by the parent. The Board of Education will also allow students to carry and use emergency medication as prescribed by a physician for a particular health condition.

Ms. Sandrella, our school nurse, will manage all medications throughout the building.

#### Physician-Prescribed Medication

All medication must be delivered to the school by the parent or guardian in its original container, labeled with: the date of a prescription, the name of the student, the name of the medication, the exact dosage to be given/taken, the physician name, any special handling/storage instructions, possible side effects, and the pharmacy name and telephone number. The information on the container label must match the information on the Medication Authorization form exactly.

### Administration Detention

- a. Assigned and scheduled by office. (24 hour notice)
- b. Infraction of student conduct code
- c. Lunch detention will be assigned for students who habitually do not complete homework. After 5 lunch detentions an after school detention will be assigned.
- d. 60 minute detention on Monday or Wednesday

### Saturday Detention

- a. Assigned by building principal
- b. Infraction of student conduct code
- c. Four (4) hour detention – 8:00 a.m. to 12:00 noon
- d. Failure to serve – results in out-of-school suspension (O.S.S.)

### Class Suspension

- a. Assigned by administrator (see due process, page 24)
- b. Chronic infractions of student conduct code
- c. Student assigned to office for up to 10 days
- d. Work given to student

### Emergency Removal

- a. If student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process of the school, principal may remove the student from the premises
- b. Not to exceed 24 hours
- c. Will be done by contacting parent or guardian

### Suspension (out of school)

- a. Assigned by building principal (due process)
- b. Serious or chronic violations of school policy

Suspension from school means that a student has been removed from all related school activities, curricular, and extracurricular for a period in excess of 24 hours, but not to exceed ten school days. During suspension the student is not to be on school premises at any time unless brought in with his/her parents for counseling or conference.

A student shall have the right to make up 9-week tests at the convenience of the teacher. However, the student receives a zero for each graded homework assignment, daily assignment, quiz, project, or test during the testing period

**Out of school suspension days count toward the 18 day absence limit.**



possession or use of drugs, drug paraphernalia, or alcohol  
 possession or use of any tobacco product  
 possession of any smoking paraphernalia, including, but not limited to, matches, lighters, cigarette paper, etc.  
 possession or use of weapons (including look-alike weapons)  
 profanity  
 provoking a fight or disturbance by actions or verbal comment  
 refusal to accept teacher discipline  
 sexual harassment  
 skipping class  
 student disruptions  
 student in unauthorized area  
 tardy to class or school  
 transmission or storage of nude/sexually inappropriate pictures  
 truancy  
 theft  
 use of racial, ethnic, religious, degrading or sexual slurs  
 vandalism/destruction of school property  
 verbal abuse of another student  
 violation of attendance policy  
 violation of computer and technology guidelines  
 violation of dress code  
 violation of Saturday detention rules  
 violation of out-of-school suspension rules

### **Electronic Data Transfer**

The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.

### **PROBABLE CORRECTIVE ACTIONS**

#### **Loss of Privileges**

- a. Library or computer use – (temporary or permanent)

#### **Teacher Detention**

- a. Assigned and scheduled by teacher (24 hour notice)
- b. Minor infractions of student conduct code
- c. Not to exceed one-half hour

#### **Administrative Detention**

- a. Assigned by teacher or office
- b. Minor infractions of student conduct code or missing assignments.
- c. Not to exceed 1 hour on Monday or Wednesday

The parent shall submit a completed revised Medication Authorization form, signed by the physician, in the event any of the original information provided changes. All requests shall be honored until the termination date on the form or until the end of the school year. A new form must be submitted at the beginning of each school year.

The parent is responsible to instruct the student to report to the designated area to take the medication at the appropriate time. It is the student's responsibility to report to the designated area at the time the medication is to be administered, and to take the medication.

### **Physician-Prescribed Asthma medication to be processed and/or used by the student**

In addition to the aforementioned "All Physician-Prescribed Medication," the student is required to report the need of the emergency medication to the nearest adult of supervision prior to its use, the medication in the presence of the supervising adult, and report use of the medication to the school's nurse or Board authorized employee after its use.

### **Over-the-Counter Medication**

Parents may request that over the counter medication be administered to the student after completing the appropriate authorization form. Parents are responsible for delivery of the medication to the school in its original container, clearly labeled with the student's name and grade.

### **Pertinent to all Medication**

Medication that is brought to the clinic will be registered and properly secured. The Clinic or School Nurse is responsible for providing for the safe and timely administration of the medication during school hours and its subsequent documentation. The School Nurse shall in-service other school personnel so designated by the principal to administer medication in the absence of the nurse, according to the protocol set forth. Written documentation of any instruction shall be provided for each person authorized to administer a prescribed medication.

The District, or any of its personnel, shall not be held responsible for any side effects of the administered medication. Moreover, under Ohio law, no person authorized by the Board to administer medication shall be held liable for administration, improper administration, or failure of administration of medication, unless the person acted in a manner that constituted gross negligence or wanton reckless conduct.

## LUNCH PROGRAM

During the half-hour lunch period, students have an option of either carrying a lunch or purchasing a hot lunch daily. A hot lunch including milk costs \$2.50. An additional milk is 50 cents. **Charging of lunches is not permitted.** Students are permitted to call home if they forget lunch money. Students and parents are responsible for providing lunches daily.

A snack line is also provided. Students may purchase one or two snacks if they bought a hot lunch or carried a sack lunch.

Lakeview Local Schools provide a free and reduced price lunch program for students who qualify. The forms are available in the office.

Students are encouraged to purchase prepay. Students deposit money into a lunch account and daily lunches are deducted from their account.

## STUDENT FEES AND FINES

Fines may be assessed to students when school property is damaged. All fines must be paid before report cards will be released.

## STUDENT INSURANCE

In the event of student injury, the Lakeview School District carries no student accident insurance policy. Lakeview does, however, provide information for those wishing to purchase student accident insurance. This information is provided to students on the Lakeview Local website.

## SECURITY CAMERAS

The board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property. and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent. Video recordings may become a part of a student's educational record or a staff member's personnel record.

## CRITERIA FOR CORRECTIVE ACTION

The exercise of self-control, self-discipline, and self-direction is essential to positive school behavior and future success. Each student must be responsible for his/her own behavior and must respect the rights of others.

In order to provide a positive, efficient and safe school, a certain level of student discipline is necessary. With respect to student discipline and attendance, Lakeview has adopted a position of "zero tolerance" per Ohio Revised Code 3313.20. The student conduct code provides a guide which will enable the students of the Lakeview Local Schools to learn good citizenship, to have respect for the rights of others, and to be a part of an academic atmosphere that is conducive to education. To help ensure this environment, the following offenses may lead to the probable corrective action which may include, but not limited to, teacher detention(s), administrative detention(s), loss of privileges, Saturday detention(s), bus suspension, class suspension, emergency removal, out-of-school suspension (O.S.S.), or expulsion:

- assembly disturbance
- assault or battery of school employee
- Bullying, hazing, harassment
- bus misconduct
- cafeteria disturbance
- cell phones are not to be used in school (NO CALLS, TEXTS OR PHOTOS)
- cheating/plagiarism
- disobedience
- distribution of unauthorized material
- disturbance of substitute teacher's room
- disruption of school/by setting off fire alarms, possession or use of incendiaries, stink bombs, etc.
- endangering the safety of self and others
- failure to serve administrative detention(s)
- failure to serve Saturday detention(s)
- failure to serve teacher detention(s)
- failure to show reasonable care in use of textbooks and equipment
- fighting
- flagrant disregard of school rules
- foul or inappropriate language or obscene gesture directed toward a school employee
- forgery
- gang/hate group activity or dress
- giving false information to school employee
- gross misconduct
- harassment/intimidation
- improper use of hall pass
- inattentiveness or being unprepared for class
- Insubordination
- leaving school without permission
- leaving class unexcused
- no scooters, skateboards, or roller blades on school property
- no disruptive devices including game systems, phones, or iPods
- no writing on skin or clothing or on another student's skin or clothing

## DUE PROCESS

1. Provides written notice to the student of the intention to suspend and reasons for suspension.
2. Provides an opportunity to appear at an informal hearing and challenge the suspension before a school administrator.
3. Within one day after suspension, the student's parents and treasurer of the board will be notified of the suspension.
  - a. This notice will contain the reasons for the suspension and inform the parents of their right to appeal to the board, and their right to be represented at a hearing.

## CONDUCT CODE

*(The Lakeview Board adopted policy is in compliance with Ohio Law 3313.661.)*

1. Every attempt shall be made to be as fair as possible as well as firm as possible.
2. Proper behavior is something we all must learn. It is perhaps the most important.
3. The administration and teachers do not punish students when they show improper conduct. They only take corrective action hoping that it will not happen again.
4. A constant effort will be made to keep a few students from giving the entire student body and Lakeview Schools a poor reputation.
5. All possible misconduct could not possibly be listed. In other cases of misconduct the corrective action will relate as closely as possible to the offense.
6. Students should follow school rules and regulations and procedures and to practice good citizenship at all times.
7. Parents are to be notified whenever possible of serious or repetitive infractions.
8. Specific offenses are designed as out-of-school suspensions (O.S.S.) and Saturday School Detention (S.S.D.)
9. Flagrant disregard for any or all school rules may result in an out-of-school suspension of not less than one or more than 10 days and may be followed with a recommendation for expulsion.
10. Students may be disciplined for misconduct off school property if the misconduct is related to activities occurring on school property.
11. With respect to student discipline and attendance, Lakeview Middle School has adopted a position of "zero tolerance" per Ohio Revised Code 3313.20.

## GUIDANCE

The Lakeview Local Schools' guidance program shall be incorporated into the curriculum to aid students in making informed and responsible decisions and in using effective decision-making processes. All guidance activities shall be approved by the administrative staff. They shall provide for the participation of staff, parents, and other resource personnel who can assist students to acquire the insights and knowledge needed to become autonomous, mature, contributing members of adult society in a democratic nation.

The primary purpose of the guidance program, as suggested above, shall be to assist students in learning to make their own decisions concerning life's many choices – personal, educational, and vocational. Prior to completion of high school, each student should reach the point of maturity where he/she, within the usual limits of circumstances, is able to make virtually all decisions concerning his/her life.

The second major purpose of the guidance program shall be to provide, as fully as possible, the information needed to make the best decisions. Such information shall include, but not be limited to, test, aptitude and interest data, vocational information, as well as estimates, judgments, opinions, and other advice. Part of the decision-making skills students are helped to learn shall be solicitation and search for data and advice from a variety of sources, as well as the evaluation and use of such information and suggestions.

The counseling process is, by nature, a very personal thing. Good judgment, a large degree of confidentiality and respect for a student's individuality shall receive no small consideration as the client-counselor relationship develops. Students' as well as parents' rights will be respected at all times.

The Guidance Counselor can be a valuable resource person when a student is experiencing social, emotional, or academic difficulties. Requesting an appointment should be done whenever necessary. A mutually convenient time can be scheduled.

Parents may also request an appointment with the counselor. Mrs. Schnurrenberger is our school counselor and is available by calling the main office or email: [Caitlin.Schnurrenberger@neomin.org](mailto:Caitlin.Schnurrenberger@neomin.org).

## TESTING

Fourth grade students will be given the Iowa Test of Basic Skills at the beginning of September. The Iowa Test measures growth of fundamental skills in vocabulary, reading comprehension, language skills, work-study skills, mathematics, social studies, and science. This test will provide information to help plan programs that will meet individual student learning needs.

Fourth, Fifth, Sixth, and Seventh graders will be given State Achievement Tests in April and in the first week of May of 2017. These tests will be administered by the teaching staff with the aid of the Guidance Counselor. The following subjects and grades will be tested:

**Math: 4th, 5th, 6th, and 7th grades**

**English Language Arts: 4th, 5th, 6th, and 7th grades**

**Social Studies: 4th and 6th grade**

**Science: 5th grade**

These assessments will be anchored in what it takes to be ready for college and careers and will have the needed rigor to prepare our students for success in life.

Please visit the Ohio Department of Education for additional information.

The results of the testing program will be shared with parents and students at the beginning of the school year.

If you have any questions about a test that your child has taken or is about to take, or if you wish to discuss test results, please call for an appointment. As educators, we want to assure you that no test is an end in itself. Rather, this test will provide information that will help teachers do their job more effectively. Based on the results of tests, we make adjustments to our curriculum and daily instruction, and we plan professional development to better meet the needs of all of our students. Our goal is to instill our students with a love of learning that goes well beyond what a test will ever measure. Each child is a genius in their own way, and we will help them discover what this may be.

## DRUG AND ALCOHOL ABUSE

Possession, use, purchase, sale, intent to buy or sell, transmission, having the odor of alcohol beverages and/or drugs, controlled substance, or any other drug or counterfeit (look alike) drug, and/or simulating any of the above during a school day or at a school-sponsored activity regardless of day, time, or location is prohibited.

Students shall not possess, use, sell, offer to sell, deliver, or conceal any instruments or paraphernalia for use with drugs of abuse. Use of drugs authorized by a medical prescription from a licensed physician shall not be considered to be in violation of this rule if the prescription is followed.

## DISCIPLINE

Students are asked to behave appropriately on buses, in the classrooms, and in the halls. Any action or behavior judged by school officials to be inappropriate in a school setting and not specifically mentioned in other sections of this book shall be in violation of the Student Conduct Code. All possible misconduct could not possibly be listed. The Middle School will use the Lakeview High School Board adopted discipline code for offenses not normally encountered at the Middle School.

The following criteria will be considered when determining the appropriate corrective action for infractions of the Student Conduct Code. Disciplinary action will be taken on an individual basis by the administration.

1. Circumstances surrounding the incident or violation
2. Minor or major infractions of school rules
3. Frequency of infractions
4. Cooperation and attitude of student

## STUDENT RIGHTS AND RESPONSIBILITIES

The privileges and rights of all students shall be guaranteed without regard to race, religion, sex, creed or national origin.

No student shall interrupt the process of education within the school.

Every member of the school community, including students and school staff, have the responsibility to promote regular attendance at school, orderly conduct and behavior, freedom from fear of insult and injury, and maximum opportunities for learning on the part of the student.

## CAFETERIA

1. General guidelines for politeness and respect for the rights of others will be followed in the cafeteria.
2. Students may talk quietly.
3. Students are expected to leave the eating area clean.
4. There is no playing with or throwing of food in the cafeteria.
5. No food is to leave the cafeteria
6. Lines are to be orderly. There is no cutting line.
7. The authority of the cafeteria staff will not be challenged.
8. Students will stay in their seats until monitors excuse them.
9. Students are to be silent when the lights are turned out.
10. Students are to bring or buy food for themselves only. Delivery of food from outside sources for a group of students is not permitted.
11. Students are not permitted to bring carbonated beverages to school or energy drinks.

## MEDIA CENTER

1. Students are to conduct themselves in the quiet, orderly manner expected in any library.
2. Students must have **all** library materials they wish to borrow checked out on the computer before they are taken out of the Media Center.
3. Students are expected to take proper care of all borrowed items. At no time are they permitted to write in or cut anything out of books or magazines.
4. Items are checked out for one week. They may be renewed if there is no waiting list.
5. Students receiving overdue notices are expected to return those items by the next library period.
6. Report cards will be held until all overdue items are returned or paid for if lost. Reimbursement will be made if the item is found during the current school year.

## TOBACCO PRODUCTS

The use of possession of tobacco in any form by students on or near school property, including school buses and school sponsored events, regardless of location, is prohibited.

It is illegal in the state of Ohio for individuals under the age of 18 to possess tobacco products.

The possession of tobacco or smoke residue and odor will be considered sufficient evidence of its use. Possession of any tobacco or smoking paraphernalia including, but not limited to: matches, lighters, and papers will be in violation of the smoking policy. Smokeless tobacco will be treated in the same manner as a smoking violation. Any student acting as a look-out shall be considered to have violated the smoking policy.

## CONFERENCES

Parents should request conferences with teachers, guidance counselor, or principal as the need arises. It is in the best interest of the students to discuss concerns with teachers as soon as possible. Waiting for a parent conference day to resolve a problem is often too late.

Parent conference days have been scheduled during the months of October and February. (See calendar on page 1 for exact time and dates.) More information on parent conferences will be sent home with students prior to the conference days.

## STUDENT ATTENDANCE

According to board policy 5200, a child of school age (6-18) is permitted to be absent from school for the following reasons only:

1. Personal illness
2. Illness in the family
3. Quarantine of the home
4. Death of a relative
5. Work at home because of the illness of parents or guardians
6. Observance of religious holidays
7. Family emergency or set of circumstances which, in the judgment of the Superintendent, constitute a good and sufficient cause for absence from school (interpreted by the Superintendent or his/her designee)
8. Out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extracurricular activity

Personal illness is always a concern to the school, and this school district does not believe that children who are truly ill should be forced to attend school and jeopardize their health. However, it is the expectation of the school that students who demonstrate a pattern of illness should receive medical attention.

Family emergencies and legitimate reasons for absence are so broad as to create concerns about guidelines and consistency in administrative interpretation. The following guidelines address some specific concerns.

## ATTENDANCE

- **Family vacations** should be scheduled on days when school is not in session. In extraordinary circumstances when the parent can demonstrate the necessity for requesting the child's absence for this reason, the principal may approve such a request. A poor attendance pattern for a student whose parent request vacation time would be a valid reason for not approving such absence. These vacation days are included in the yearly limit of 18 days for absence identified in the Corrective Measures & Penalties section of this policy. Please call the school and request a form to be completed by the teachers before the vacation.
- **Medical and dental appointments** that are not emergency in nature should be scheduled after school hours or non-school days. There is an expectation on the part of the school that the medical community appreciates the school's efforts to guarantee that students receive the maximum from their education. Administrators are expected to communicate often with the medical community regarding the school's policies and the need for flexible office hours in scheduling appointments with students.

## RECORDING ATTENDANCE

An accurate accounting will be made of student attendance. Parent(s) or guardian(s) must notify the school on or before the day of student absence. In accordance with the Missing Children's Act, the principal or designee will notify the home of an absent student if notification is not received. An account of attendance will be sent home each grading period and recorded yearly on the student permanent record card.

## ARRIVAL

**Tardy** – When a student arrives late to school (8:15 a.m.) but before 9:50 a.m.

**½ Day Absent** - When a student arrives at school after 9:50 a.m. but before 1:20 p.m.

**1 Day Absent** - When a student is absent from school all day or arrives after 1:20 p.m.

## DISMISSAL

**1 Day Absent** - When a student leaves school before 9:50 a.m.

**½ Day Absent** - When a student leaves school after 9:50 a.m. but before 1:20 p.m.

## HALLS

1. Students must be in their homeroom by 8:15 a.m. and ready for morning announcements.
2. Running in the halls is not permitted.
3. Students are to move to all areas of the school by the most direct route.
4. Students should stay to the right during passage through the halls.
5. Intentional tripping, pushing, or knocking books out of another student's hands is not permitted.
6. Students should be considerate of other classes in session by being quiet in the halls.

## RESTROOMS AND LOCKER ROOMS

1. Students may talk quietly in the restroom.
2. Students must use the facilities as they are intended and return quickly to the classroom. There is to be no horseplay.
3. There is to be no defacing of property. Toilets, sinks, dryers, and partitions are to be kept clean and in proper working order.
4. Students should use the restroom facilities located nearest their instruction area whenever possible.
5. Lockers in the locker rooms must be kept clean.
6. Locker rooms are to be used only with the instructor's permission.

## LOCKERS

Lockers are the property of the Lakeview Local Board of Education. They are to be used for the storage of school-related items only. Any item that could be used in the violation of school rules, regulations, or policies is not to be stored in lockers or brought to school. School officials reserve the right to check locker contents periodically or as needed.

1. Students are responsible for keeping their lockers cleaned and properly closed.
2. Nothing is to be taped or glued to the lockers. No decorations of any type are permitted.
3. Students must have a pass to go to their locker other than between classes.
4. All outer garments are to be kept in the locker during the day.
5. Students are to use only their assigned locker.
6. No locks are permitted on hall lockers.

## ASSEMBLIES

1. Courtesy will be shown toward all people presenting programs.
2. Applause will be appropriate and appreciative.
3. There will be no booing, stamping of feet, whistling, screaming, or any other disrespectful behavior.
4. Students will sit properly on seats with feet on the floor.
5. Students who misbehave will be removed from the assembly.
6. Students will enter and leave the bleachers one row at a time, using the center aisle.

## DRESS CODE

Common rules of modesty and decency should prevail. To maintain an optimal education environment, the Board of Education assumes a responsibility for setting standards for personal appearance.

Any type of dress or grooming that detracts from the educational process or causes concern for the health, safety, or general well-being of students will be considered improper. This determination will be made by the principal.

**Shorts above the knee shall not be worn after November 30 nor before March 1.**

1. Shirts with spaghetti straps or bra straps showing. If a sleeveless shirt is worn, the holes cannot extend below the armpit area. (Students are to have their abdomens, waist, and hips completely covered while in school)
2. Choker chains worn as jewelry
3. Unbuttoned shirts, blouses, or any garment considered too revealing
4. Midriff blouses, shirts, or tee shirts that are too tight or too sheer
5. Beachwear/sleepwear, including flannel shorts and flannel pants
6. Inappropriate shorts, mini-skirts, or inappropriate short skirts (standard rule – finger-tip length).
7. See-through clothing (mesh jerseys would be appropriate if a shirt is worn underneath)
8. Ripped or torn clothing
9. Gang/hate group clothing or paraphernalia
10. Sagging or bagging pants – pants must be fastened at the waist with a belt
11. Sunglasses – unless approved by a physician
12. Wearing or carrying of hats or bandannas
13. “Flip-flops” (flimsy plastic/rubber athletic sandals), tong-styled sandals, shower shoes or barefoot. Shoes that leave the entire foot exposed are not permitted.
14. Wearing visible pierced jewelry on any body part other than the ear.
15. Wearing of clothing, buttons, badges, or jewelry with obscene words, phrases illustrations drug-related messages, or derogatory statements.
16. Clothing with advertisements for alcohol, tobacco, or drugs.
17. Outerwear (such as large, cold weather coats) is not to be worn during the school day.
18. Headsets/electronic devices, including cell phones
19. The wearing or possession of any object which may cause harm or injury to self or others. Examples include: mace, heavy chains, wallet chains, or any other heavy or sharp objects
20. Extreme hair style or hair colors (extreme colors being defined as ‘unnatural’) No Mohawk haircuts.

## ATTENDANCE

Ohio House Bill 410 was signed by the governor on January 4, 2017, and takes effect for the 2017-2018 school year. Any student will be considered a “habitual truant” under HB 410 if they have unexcused (absences without medical notes) absences that reach the following thresholds: 30 or more consecutive hours, 42 or more hours in a month, or 72 or more hours in a year. Parent notification will occur when a student reaches 38 hours in a month or 65 hours in a year with or without a legitimate excuse . Parents may be asked to come to school for a conference in cases of habitual student absences or truancy. If the plan is unsuccessful, truancy charges will be filed against the parent.

**Medical Excuses:** Medical excuses, in order to be considered by the school administration, must be presented no later than 24 hours after the student’s return to school. It must be the original medical excuse clearly identifying the reason for the doctor sanctioning the student’s absence from school, and must clearly note what date(s) are being approved by the doctor. The administration reserves the right to request a medical excuse from a student for absence at any time in order to clarify whether an absence is legally excused.

**Tardiness to School:** Tardiness to school will be excused or unexcused as per the same Ohio Revised Code guidelines and district interpretation as are daily absences. Early dismissals are counted the same as a tardy. If a tardy or early dismissal is due to a doctor appointment, a medical excuse is required.

**Unexcused Absence:** Student absences for reasons that are not deemed “legal” under the Ohio Revised Code and unexcused under school district policy and procedures are considered unexcused. Students may not make up work missed during an unexcused absence.

**Attendance Officer:** Local school districts have the services of an attendance officer employed through the County Board of Education. This officer provides intervention services to schools and to students who demonstrate poor patterns of attendance, and shall also serve as the school’s liaison with and representative to the Juvenile Court. Intervention by the attendance officer should occur before a student is referred to court, and before a child is denied course credit or grade promotion under this policy.

## TARDY POLICY

Each student will be allowed 3 tardies per semester without penalty. A penalty will be assessed with the 4<sup>th</sup> tardy and all subsequent tardies, according to the following schedule:

<b>Tardies:</b> 1 – 3	No penalty
4	Conference with principal
5 – 7	Lunch Detention
8-10	1/2 hour detention for each tardy after school
11+	1/2 day Saturday Detention for each tardy

Tardies due to doctors' appointments will not be counted in regards to the above, but the student or parent shall bring with them the day of the tardy an acknowledgment slip from the doctor. If the slip is not brought in the day of the tardy, it will not be accepted and the tardy will be counted in the above schedule.

All students reporting late to school will report directly to the office, where they will be given a pass to class.

## REPORTING OF STUDENT ABSENCE

In keeping with Board policy, parents are requested to call the Middle School at 330-637-4360 if their child is going to be absent from school. The call is to be made before 8:30 a.m. on the day of the absence. Your call can be recorded on the answering machine from 3:15 p.m. to 7:45 a.m. Personal notification from the home will eliminate the need for written excuses.

## ARRIVAL – DISMISSAL SCHEDULES

Students are not to enter the building before drop off begins at 7:50 a.m. The dismissal bell rings at 3:04 p.m.

## LATE ARRIVAL OF STUDENTS

If a student arrives after 8:15 a.m., he/she is to sign in at the office before attending class. Parent or guardian must either sign student in or send a written note explaining tardiness.

## DISCIPLINE

### GENERAL BUILDING RULES

1. All rules and regulations established in the Middle School are equally applicable on buses and on the way to and from school.
2. Students are to be quiet in the building, so as not to disturb others.
3. Gum chewing is not permitted.
4. Fighting is not permitted.
5. Students are to be attentive during announcements.
6. There are to be no unauthorized decorations on lockers, desks, or other school equipment.
7. Students are responsible for helping to keep the school neat and clean.
8. Students are not permitted to bring toys, audio equipment, or any other similar items to school unless necessary for a project.
9. Headsets, ipods, iPads, mp3 players, radios, electronic games, and other electronic equipment are not permitted in school.
10. No book bags in the classrooms. Due to safety concerns, students are not permitted to carry large bags to class, this includes large purses also.
11. Cell phones are **never** to be used during the school day. Since students may need phones to call home after school events, students are permitted to bring cell phones to school. Phones must remain OFF and must be stored in the student's book bag in the locker. **NO TEXTING, NO PHOTOS**
12. Students are not permitted to write on their skin or clothing, nor are they permitted to write on another student.

### ARRIVAL AND DISMISSAL

1. Students are requested to arrive no earlier than 7:45 a.m. Students are not to enter the building before 7:45 a.m. Students not transported by bus are to enter only through the front middle doors.
2. Students should walk on sidewalks and stay off the grass.
3. Students staying for activities after school should go directly to their designated area
  - a) No roaming in the building is permitted
  - b) Students must take needed items to activity area

### CLASSROOM

Each teacher shall establish his/her own rules in accordance with the instructional needs and the personal needs of the students and the teacher. Teachers shall adhere to the discipline guidelines established by Board Policy and Building Policy. In the event of chronic or more serious problems, offenders may be sent to the principal for further disciplinary action.

Teachers will also establish their own policy for students who are late to class. Teachers may give a verbal warning, a written warning, or a detention. For example: after 2 warnings, a ½ hour detention with that teacher may be assigned on the third time a student is late to class.



## REQUEST FOR MAKE-UP WORK

The standard rule is that all assignments uncompleted due to an excused absence must be made up within a period of time that is in proportion to the number of days absent. (For example: 3 days absent, a student has 3 days to complete all make-up work).

It is the student's responsibility to ask for make-up assignments on the day of his or her return. A parent may, however, request homework on a student's second day of absence by calling the office before 8:30 a.m. Homework assignments will be ready in the office after 2:15 p.m.

If a student knows about a test or other assignment before an absence, the teacher may require the student to complete the work immediately upon return to school.

Teachers are expected to give students necessary help and time to make up work missed because of legal absence, but teachers are under no obligation to give students any help in making up work missed because of illegal or unexcused absence.

## Bullying, Intimidation and Harassment

**Bullying, harassment, or intimidation** is defined as either (1) any intentional written, verbal, electronically transmitted or physical act that a student has exhibited toward another student repeatedly and the behavior both (a) caused mental or physical harm to the other student and (b) is sufficiently severe, persistent or pervasive that it creates an intimidation, threatening or abusive educational environment for the other student on school property, on a school bus, at school sponsored events, or substantial disruption of the school environment (2) violence within a dating relationship.

**Electronic act** means an act committed through the use of a cellular phone, computer pager, personal communication device or other electronic device.

Any student who believes he or she has been the victim of bullying should immediately report the situation to the building principal or assistant principal. The student may also report concerns to a teacher or a guidance counselor who will be responsible for notifying the appropriate administrator. Students are prohibited from deliberately making false statements. Students making false statements are subject to disciplinary action.

Parents will be notified if their child is involved in a bullying incident.. If the investigation finds bullying has occurred, it will result in remedial or disciplinary action. This may include any of the correction actions listed in the student handbook up to and including expulsion.

## EARLY RELEASE OF STUDENTS

All students released from school before regular dismissal time must be signed out in the office by a parent or guardian. Students should have a note from home if they need to leave early. Students will not be released to anyone other than a custodial parent without prior written notification to the office. It is the policy of Lakeview Schools that if a child must leave the building during the day, contact from the residential parent is necessary. The residential parent can either call or send a note. It is not our intent to question custodial situations but we would rather ask than make an error.

## WITHDRAWALS

If students move out of the district during the school year, parents must come to the office to sign a withdrawal form. The teachers will record the grades as well as check in books. The form will then be presented to the school principal. A copy will be given to the students to present to the new school.

*Before a student withdraws, all fines and fees must be paid, and all items on loan from the school must be returned.*

## HOME INSTRUCTION

A student may qualify for home instruction under the following conditions:

1. Homebound for ten (10) consecutive days and a physician's verification of a disability.
2. Physician's verification that a disability will confine the student to homebound instruction for ten (10) consecutive days.

Each student is to receive one hour of home instruction from a certified tutor for each day of school missed, for a total of five hours per week. The tutor and classroom teacher shall write an Individual Education Plan, and work assignments shall be in conjunction with what is taught in the classes that the student would normally attend. Students receiving home instruction shall be counted present.