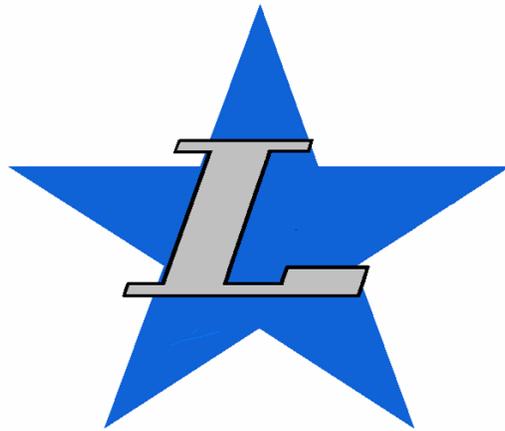


Lakeview High School



2018- 2019
Parent & Student
Handbook

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Letter From The Superintendent

To Lakeview Students:

I would like to take this opportunity to welcome you to Lakeview High School and to invite you to set some goals for the school year. This is the time to make resolutions about what you want to accomplish such as higher academic achievement; participating in a new activity; getting to know more people; making a positive contribution to your family, school, and community. Please accept the challenge to put forth your best effort over the next nine months in order to achieve the goals you have set.

We urge you to use this Student & Parent Handbook as a tool to achieve success. It outlines our policies, procedures and expectations. It also provides you with information on a variety of topics. It is very important that both you and your parents become familiar with the handbook so that we all share the same information. I ask that you embrace this responsibility as a member of the Lakeview High School community.

The faculty, staff, and administrators are here to support you and to provide you with assistance as you work throughout the year to meet your goals. It is our privilege to assist you in any way possible to insure your success.

Educationally,

A handwritten signature in cursive script that reads "Robert A. Wilson".

Robert A. Wilson
Superintendent

School Contacts

Board of Education

Donna Zuga	330-638-8782
Mary Williams	330-638-7124
Jennifer Nicholas	330-507-9058
Troy Adair	330-637-1106
Larry Sherer	330-637-3654

District Contacts

Robert Wilson, Superintendent	330-637-8741
Sean Miller, Treasurer	330-638-1060
Cynthia Hutmacher, Psychologist	330-282-4236
Lisa Collins, Technology Coordinator	330-282-4212
Jennifer Merkich, Supervisor of Student Services	330-637-3809

Supervisors

Maria Pehanich, Cafeteria	330-637-0992
Dan Falatic, Transportation (for all bussing concerns)	330-637-8746

High School Office

Office hours are from 7:30 am to 3 pm. Voice mail is available from 3 pm to 8 am.

High School Fax	330-637-8812
Lawrence Herrholtz, Principal	
Michael DeToro, Assistant Principal	

Guidance Department

Jonathon Ramey, Grades 11 & 12	330-638-5874
Trista Gustas, Grade 10, Vocational	
Brittney Abbott, Grade 9	

Athletic Department

Ron DeJulio, Athletic Director	330-637-8821
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Music Department

Nathan Sensabaugh, Band Director	330-637-2801
Bonnie Chronister, Choral Director	

Lakeview Board of Education Student Policy Goals

Students are the first concern of the district and must receive the primary attention of the Board and all staff members. To fulfill its obligation to students, the Board will strive to spend most of its time in formulating policy and considering other matters related to students. A similar commitment is expected of all staff members. In pursuing this primary goal, it is imperative that the good of the individual student be kept paramount. Each student shall be considered and treated with respect as an individual. One of the major tasks of our educational program shall be to assist each student in becoming self-sufficient in the utilization of decision-making processes and techniques. Staff members shall seek to be wise counselors of students and facilitators of learning. To this end, the Board and staff shall work together to establish the best learning environment for each student:

1. To individualize the learning program.
2. To protect and observe the legal rights of students.
3. To enhance the self-image of each student.
4. To provide an environment of reality in which students can learn personal and civic responsibility.
5. To deal with students in matters of discipline in a just and constructive manner.
6. To provide for the safety, health, and welfare of students.
7. To promote faithful attendance and good work.

Please Note: In the event of any conflict between the provisions of this handbook and Ohio Revised Code, Section 3301.60, the state statute shall prevail.

Board of Education meetings are held the 2nd Monday of each month at 6:00 pm in the High School Media Center. The public is always welcome.

Guidance & Counseling Services

Counselors

Guidance and counseling services are available to all students in grades 9-12. Through individual or group counseling, the counselors will help students develop a better understanding of themselves, their abilities, attitudes, and interests. The counselors are available before school, during the school day, and after school to discuss concerns of a personal, social, educational, or vocational nature. Counselors are available to both students and parents. Students may see their counselor during study hall by making an appointment through the guidance secretary. Study hall teachers will provide passes to visit guidance. For the convenience of parents, they may call the appropriate counselor at 330-638-5874.

Jonathon Ramey	Grades 11 & 12
Trista Gustas	Grade 10, TCTC
Brittney Abbott	Grade 9

Graduation Requirements

The minimum requirements for graduation from an Ohio high school are 21 units of credit. The requirements at Lakeview are the following:

English	4.0 units
Speech	0.5 units
Social Studies	4.0 units
Math	4.0 units
Science	3.0 units
Health	0.5 units
Physical Education (2 years)	0.5 units
Fine Arts	1.0 units
Electives	3.5 units
Minimum Units	21.0 units

Promotion Requirements

Promotion to specific grade levels will be based on units of credit completed as follows:

10th Grade	at least 5 units
11th Grade	at least 10 units
12th Grade	at least 16 units

A student must pass at least two of the four grading periods in addition to the second semester of a yearly class to pass for the year. If he/she does not, he is given an F for the year. Determination of passing the second semester is in accordance with semester grade averaging. A student must pass the second nine weeks of a semester class in order to pass a semester course.

Correspondence & Tutoring

No credit for correspondence courses or tutoring will be given unless prior approval from the High School Guidance Department is obtained. In addition, such credit cannot be granted unless all state minimum standards are met. A total of only one (1) credit can be accepted for credit recovery purposes only.

Interim Reports

At the midpoint (4 1/2 weeks) of the 1st, 2nd, 3rd and 4th nine weeks every parent is encouraged to check Progress Book for their child's up-to-date class-room performance. Interim report schedules are available online.

Transcripts

Seniors are charged a one time transcript fee. High School transcripts are sent out for graduated seniors for a period of one year; thereafter, there will be a nominal fee of \$2.00 charged to help defray the cost of postage and handling.

Schedule Changes

Once students make out their schedules, they are expected to follow through with the subjects they have selected. Schedule changes are only permitted where special problems occur. All necessary schedule changes must be made during the first ten (10) days of the school year. (Second semester changes must be made during the first five (5) days of class.) After such time, students will receive a Withdrawn Failing (WF) mark, and the course will be counted as a failure when calculating their total grade point average.

Fines & Fees

- A. It is necessary to charge fees for certain courses to defray the cost of consumables.
- B. Fines may be assessed to students when school property is damaged.
- C. All fines and fees must be paid before transcripts will be released.

Work Permits

The State of Ohio requires all students who are employed and under the age of 18 to hold a valid Ohio work permit. Work permit forms include a Pledge of Employer Card (to be completed by the employer), proof of a recent physical, and a birth certificate. Appropriate forms may be obtained in the Guidance Office.

Locks

All students are encouraged to purchase combination locks for their assigned lockers. Locks can be purchased at school for \$6. Once purchased, the same lock can be used each year. Only

Lakeview locks can be used. All others will be removed for safety purposes.

How to Arrive at a Letter Grade

At Lakeview High School, we have a minimum floor for F's on the report card. The lowest F will be set at 55%. There is one exception to this rule. If a student does not take a semester/final exam, then that student will receive a 0% on the exam, which will adversely impact his/her grade.

Grading Scale

A = 93 - 100%

B = 83 - 92%

C = 73 - 82%

D = 63 - 72%

F = 55 - 62%

*** ORC 3365.12 states that all CCP Courses must give comparable college and high school credit. Therefore, all CCP Courses will utilize the grading scale afforded by the institution sponsoring the course. The grade earned through the institution will be mirrored for Lakeview High School credit.*

Nine Weeks Grades

In ProgressBook students' grades are calculated based on total points. To calculate a nine weeks' letter grade, ProgressBook takes the total points earned in a class and divides by the total points possible, which gives a percentage that in turn, corresponds to a letter grade on the above scale.

Rounding Up

Grades entered by teachers in ProgressBook are set to round up to the next higher whole number. For example, if a student receives 925 points out of possible 1,000 points in a class, the student has a 92.5%. Because grades are rounded up at the tenths decimal place, the five tenths will rounded up to a 93% which will give that student an "A". Likewise, a student receiving a 92.4% will receive a "B" on his/her report card.

Semester Exams

Each student will take a first semester and second semester exam. Exam grades will be shown on the report cards. Under this system of averaging letter grades, the percentage grades earned on the semester exams will become more impactful in contributing to the semester average and, thus, to the final grade. It is essential that students take time to study and prepare for

their semester exams.

Semester Averages

Each nine weeks' grade is weighted twice as much as each semester exam. The first semester average is a numeric average of the first nine weeks' grade, the second nine weeks' grade and the first semester exam grade. The second semester is a numeric average of the third nine weeks' grade, the fourth nine weeks grade the second semester. For example:

First Semester

Q1 (Quarter 1): 90 points X 2 = 180 points

Q2 (Quarter 2): 92 points X 2 = 184 points

Semester Exam: 88 points X 1 = 88 point

Total of 452 points divided by 5 equals 90.4

The grade for the first semester is 90.4, equal to a "B"

Second Semester

Q3 (Quarter 3): 96 points X 2 = 192 points

Q4 (Quarter 4): 92 points X 2 = 184 points

Semester Exam: 98 points X 1 = 98 points

Total of 474 points divided by 5 equals 94.8

The grade for the second semester is 94.8, equal to an "A"

Final Yearly Grade

The final course grade for a year class is simply an average of the first semester and the second semester percentages.

First Semester = 90.4%

Second Semester = 94.8%

$90.4 + 94.8 = 185.2$

Divide the total by 2.

The final grade is 92.6%, which equals an "A".

Additional Considerations to Calculating Grades

While most grades can be calculated simply by doing the math shown above, there are some additional considerations that must be taken into account when figuring a student's final grade.

- In a year-long class, students must: (1) pass at least two out of the four nine weeks' grading periods and (2) have a passing grade for the second semester.
- In a semester length class, students must pass the latter nine weeks' grading period (i.e. the second or fourth).

Please note: In ProgressBook, it may seem mathematically possible to average a passing grade, but due to the above considerations, a student can still fail a course. These rules ensure that a consistent effort is made by each student and that the learning process continues throughout the length of the course.

Remember that parents and students always have access to their grades through the ProgressBook on the school website. We encourage you to use this utility.

Criteria for Academic Honors

National Honor Society

Membership in the National Honor Society is an honor that can be awarded to a high school student. Chapters across the nation strive to give practical meaning to the Society's goals of scholarship, leadership, service, and character. These four ideals are considered as the basis for selection. No student is inducted simply because of high academic average. Membership is open to qualified juniors and seniors maintaining an academic requirement of 3.2 cumulative grade point average.

Academic Honors

3.20 GPA	National Honor Society
3.25 GPA	Lakeview Honor Roll
3.50 GPA	Lakeview Academic Letter (first three 9 weeks)
3.50 GPA	Lakeview Honors Graduate

State Honors Diploma

Ohio Diploma with Honors: Students must meet *all but one* of the following criteria for a Diploma with Honors. Students can achieve an Ohio Diploma with Honors through completing the academic pathway or the career technical pathway. The criteria and options for the Ohio Diploma w/ Honors continue to change and evolve. For the most up-to-date information, please visit: <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Honors-Diplomas>

Ohio Diploma with Honors: Academic (formerly called college-prep)

- Four units of mathematics (including Algebra 1, Geometry, Algebra 2, and an advanced math)
- Four units of science (including 2 units of advanced science)

- Four units of social studies
- Three units of a foreign language including three units of one language or two units each of two languages
- One unit of fine/performing arts
- Maintain an overall high school GPA of at least 3.5 on a 4.0 scale as of the seventh semester
- Obtain a composite score of 27 or higher on the ACT or a 1280 or higher on the SAT

Ohio Diploma With Honors: Career-Technical

- Four units of mathematics (including Algebra 1, Geometry, Algebra 2, and an advanced math)
- Four units of science (including 2 units of advanced science)
- Four units of social studies
- Two units of one world language
- Four units of career-technical courses
- Maintain an overall high school GPA of at least 3.5 on a 4.0 scale as of the seventh semester
- Obtain a composite score of 27 or higher on the ACT or a 1280 or higher on the SAT or a 6 or higher on Reading for Information and 6 or higher on Applied Mathematics on the WorkKeys
- Complete a field experience and document the experience in a portfolio specific to the student's area of focus
- Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus
- Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent

General Information

Athletic & Academic Requirements

Students-athletes must...

- earn the equivalent of a 1.00 grade point average (GPA) on a 4.00 scale for the preceding grading period.
- earn the equivalent of 5 credits for the preceding grading period.
- not fail more than 1.0 credits for the preceding grading period.
- fulfill all eligibility requirements as set forth by the OHSAA.

(In grade 7 and 8, the term credits is replaced by unit of study)

Emergency Closing and Delays

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify you directly through our School Connects system. Please make sure your phone number is up to date.

To insure a complete school year, the Board of Education has approved a weather delay program. The delay, when instituted, will be for two (2) hours and will be announced only when it is thought that the weather might improve enough to permit the safe transportation of students. Breakfast will not be served when on a two hour delay schedule. Our School Connects system will notify parents a second time if there is a need to change from a “delayed” to a “closed” status due to continuing inclement weather conditions.

During two hour delays, the High School building is not open to students until 9:15 a.m. Classes start at 9:37 a.m. Dismissal is at regular time.

Emergency Medical & Student Information

Emergency Medical and Student Information forms must be turned in by the end of the first week of school. Students may be denied attendance or issued other discipline if this information is not on file.

Trumbull County Technical Center

Lakeview students that attend the Trumbull County Technical Center (TCTC) must adhere to the rules and regulations of both Lakeview High School and the TCTC.

Lost and Found

Items found are turned in to the main office. Articles not claimed at the end of each school year are donated to a charitable organization.

Media Center

The library media center offers students a wide variety of print and non-print reference materials. A computer resource center is available within the media center for word processing, research, and projects. A copy machine is also available for student use. Students are charged 10¢ for each copy. To familiarize students with library procedures, every student is given an orientation and a separate handbook of library guidelines which includes information on visiting the library during study halls, circulation information, and overdue policies. The library media center provides students with the opportunity to understand social responsibility by guiding them to appropriate behavior in an open environment and encouraging an atmosphere

that is conducive to subject-related activities.

Public Address Announcements

The following procedures must be used for announcements on the High School's public address system:

1. All announcements must be typed and posted by a teacher on Drund.
2. All announcements must be approved by the assistant principal.
3. All announcements must be brief.
4. Emergency announcements must be approved by the principal.

Student Activities

Participation in co-curricular , extracurricular, and interscholastic athletic activities enables students to develop leadership qualities, make new friends, learn leisure-time activities, pursue special interests, and just have fun. *(Co-curricular activities are tied to courses which require time outside the regular school day.)*

Students are encouraged to select from the activities available, one or more in which to participate actively. However, since the primary purpose of high school is to promote scholastic achievement, students are reminded to select activities wisely and to budget their time effectively. There are activities that provide for: (1) extension of interests aroused in the classroom, (2) an opportunity to develop special interests and abilities, and (3) social and service activities in the school and community. Some possible activities are:

Extra-Curricular Activities

Beta Club Jr/Sr
Cheerleading
Chess Club
Class Officer
Coexist Club
Drama Club
Executive Committee
French Club
Jazz Band
Marching Band
National Honor
Society Pep Band
Political Discussion Club
Spanish Club
Student Aides
Student Council
Youth Led Prevention

Interscholastic Athletics

Baseball (Boys)
Basketball (Boys & Girls)
Bowling (Boys & Girls)
Cross Country (Boys & Girls)
Golf (Boys & Girls)
Football (Boys)
Soccer (Boys & Girls)
Softball (Girls)
Tennis (Boys & Girls)
Track & Field (Boys & Girls)
Volleyball (Girls)

Co-Curricular Activities

Concert/Symphonic Band
Choir(s)/ Madrigals
School Publications

Security

During the school day, students are not permitted to open any outside door in order to allow access by students or visitors to the school.

Students 18 Years Old or Over and/or Married

Adult and/or married students participating in the day school program are subject to the same rules and policies of the school including regulations relating to absenteeism, tardiness, discipline, and other matters of school concern. Adult and/or married students with excessive absences, as determined by the administration, may be dismissed from school or have unruly child charges filed against them in Juvenile Court.

Textbooks

The Lakeview Board of Education provides adopted textbooks free of charge to students. Pupils are responsible for the loss or damage of all textbooks issued them. Students must pay for lost or damaged books.

Supplemental materials required in classes must be student purchased.

Parents & Visitors

Visitors, particularly parents, are welcome to visit our school. However, in order to properly guarantee the safety of students and staff, each visitor must report to the office upon entering the building to sign in and obtain a pass.

In order to prevent any inconvenience, a person needing to confer with a staff member should call for an appointment prior to coming to school.

Students may not bring visitors to school.

All visitors, employees, and students wishing to enter the building after school has begun for the day, must enter at main entrance in the front of the building. This is to allow our security system to function as designed.

Alma Mater



White and blue - white and blue
Do your eyes from the skies see the foe
Can't you see those colors flying high
Can't you hear those cheers from Lakeview High
White and blue - white and blue
Let your spirits guide you through
Come lead your school to victory
White and blue, we are cheering for you!

Terms & Definitions

Accepting Differences

Students with different backgrounds attend Lakeview High School. Due to cultural heritage, handicaps, religion, and race many differences among our students are found. 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 will result in disciplinary action.

Anti-Hazing Policy

Hazing is defined as doing any act of coercing another, including the victim, to do any act of initiation by any student or other organization that cause substantial risk of causing mental or physical harm. No administrator, faculty member, or any other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Assault

A student shall not cause physical injury or behave in such a way or threaten to cause fear of physical injury to any student, teacher, staff member, or visitor to the school system.

Bullying

“Bullying” 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) cause mental or physical harm to the other student, and (b) is sufficiently severe, persistent, or pervasive that it creates an intimidating, 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, or (2) violence within a dating relationship.

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 guidance counselor who will be responsible for notifying the appropriate administrator. Students are prohibited from deliberately making false statements. Students deliberately 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 or a false statement was provided, it will result in

remedial or disciplinary action. This may include any of the corrective actions listed in the student handbook up to and including expulsion.

Dangerous Weapons & Instruments

A student shall not use, possess, handle, transmit, or conceal dangerous weapons, firearms, knives, mace, tear gas, firecrackers, explosives, or other devices on school property or at school sponsored events.

Disruption of School

Students who by words, acts, or deeds, directly incite others or themselves to commit violence or disrupt the atmosphere of order and discipline, shall be subjected to strong disciplinary action.

(An example, but not limited to, bomb threats, setting off fire alarms, use of incendiaries [fire crackers, smoke bombs, etc.], strikes or walkouts, stink bombs, and/or impeding of free flow of traffic to or within the school.)

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.

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 federal law. Any person possessing, taking, disseminating or sharing nude, obscene, porno-graphic, 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.

Failure to Obey Instructions / Insubordination / Disrespect

No student shall fail to comply with any lawful instructions or requests of teachers, student teachers, substitute teachers, principals, any school employee, or other authorized personnel during any period of time when he or she is properly under the authority of such school personnel. No student shall fail to provide information, or supply false information when it is

requested.

Fighting

Students shall not provoke or engage in physical contact for the express purpose of inflicting harm on another person. Words can constitute provocation. The aggressor may be dealt with in a more severe manner than the second party involved.

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.

Any student wearing, carrying, or displaying gang/hate group paraphernalia or exhibiting behaviors 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.

Misbehavior in School

A student shall not behave in such a manner as to require the teacher to spend valuable class time admonishing said student for that behavior. Examples of misbehavior would include talking, throwing paper, whistling, making distracting noises, engaging in horseplay, etc.

Public Display of Affection

There is a time and place for all activities - and school is not appropriate areas for public displays of affection. The key words governing this policy are "common sense and maturity." Couples who engage in public displays of affections cause others to feel uncomfortable, create a public distraction, and demean themselves. Public displays of affection will not be tolerated.

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.

Cheating is the attempt to obtain knowledge, information, or material from another person or source of information or to submit such work as the work product of the student. Examples of academic cheating may include the following: giving or receiving aid during a testing period, lending one's own work or acquiring the work of another for the purpose of submitting all or part thereof as the work product of the student. Violations of plagiarism and/or academic cheating:

1st offense - Grade of zero on assignment or test

2nd offense - Denial of course credit (reviewed by principal)

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 a violation of the law or school rules. Locks 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 vehicles, 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 is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without the student's consent.

Items found during a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

Sexual Harassment

It is legally defined as unwanted sexual advances which may be verbal, visual, or physical contact. Anyone who feels he/she is being harassed should report it to school officials. All matters involving sexual harassment complaints shall remain confidential. Parents of students involved will be notified.

- Student/student complaints report to principal
- Student/staff complaints report to administrative assistant

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or

charges.

Theft

Students shall respect the personal property ownership rights of others. The principal may exercise the prerogative of reporting thefts to local authorities

Tobacco Products / Smoking

The use or 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 lookout shall be considered to have violated the smoking policy.

Truant

Truancy is being absent from school for all or any part of the day without a legitimate excuse.

1st offense - 3 Saturday detentions for each day truant.

Vandalism

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

Students involved in vandalism will not be permitted to participate in any extracurricular activities for one year.

Procedures & Policies

Attendance Procedures

Punctual and regular attendance at school is extremely important. Students should keep in mind that there is a direct relationship between attendance and progress in school. Excessive tardiness and/or absence is undesirable both from the standpoint of good citizenship and good school operation. Absence from school may result in loss of participation in extracurricular

and/or co-curricular activities. Parents may be asked to come to school for conferences in cases of habitual student absence or truancy.

The following Ohio State Board of Education policy on excused absences identifies the following reasons for excused absence from school:

1. Personal illness. (The approving authority may require the certificate of a physician if he deems it advisable.)
2. Illness in the family.
3. Quarantine of the home.
4. Death of a relative.
5. Work at home due to the absence of parents or guardians.
6. Observance of religious holidays.
7. Emergency or other circumstances deemed to be of sufficient cause for absence from school by the approving authority.

Excessive Absenteeism: School policy calls for the denial of credit and possible grade level retention if the student exceeds a total of 18 days of absence of the school year in any credit class for any reason (adjusted for shortened classes).

Excused Absence

Personal illness is always a concern. Lakeview believes that children who are truly ill should not 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.

Medical and dental appointments that are not emergency in nature should, as far as possible, be scheduled after school hours or on non-school days. Doctor appointments may be excused with proper documentation, but the days absent will count towards the 18 day absence limit.

School-related activities such as field trips and extracurricular activities are an extension of the school day. Therefore, missed days because of field trips or extracurricular activities are not counted toward the 18 day absence limit. Suspension days will count toward the 18 day absence limit. College visitations and family vacations may be excused absences with prior approval, but days absent count toward the 18 day absence limit.

Unexcused Absence

Student absences for reasons not listed by the State or excused by school district policy and procedures are considered unexcused. Students may not make up work missed during an

unexcused absence, and discipline (as per the student conduct code) will result.

Unexcused absences, which are considered truancy, will be addressed by the school discipline code and/or the Juvenile Court. *The lack of an acceptable excuse within 24 hours will also create an unexcused absence.*

Students who are assigned an unexcused absence will receive a failing grade for each assignment due and all missed tests.

The following reasons (although not inclusive) will be considered an unexcused absence or tardiness: car trouble (other than involvement in an auto accident), oversleeping, senior pictures, missing bus, staying out of school an unnecessary length of time because of doctor's appointment, job interview, driving class, non-school volunteer work, baby-sitting in non-emergency situations, running errands for parents or others, trips to barber or beauty shop, hitchhiking, couldn't get a ride, staying up late working, studying, or socializing.

Make-up Work

Students with excused absences are expected to make-up missed educational activities within a period equal to the number of days that were missed. If a student knew of a test or other assignment before an absence, the teacher may require the student to complete the work immediately upon their return.

Teachers are expected to provide students with the opportunity and assistance to make-up work when possible. However, it is recognized that many classroom activities and projects are not possible to make-up.

Exemptions

Sometimes major emergencies, extended illnesses, accidents, etc. will deprive students of the ability to attend school. Home instruction may be needed in some situations. Special schooling programs are required in other situations. If these alternatives are not utilized and more than 18 days worth of class sessions are missed in a year course, credit for the course is lost unless an exemption is granted by the principal or designee. Courses of less than a year in duration would be prorated as to acceptable absences.

This exemption form can be picked up at the office. Included with the application to the principal must be all necessary legal documentation that suggests that long-term illness was present, major emergencies existed, or legal requirements were being met. Documentation such as statements from doctors, court orders, and police reports must be presented within 24 hours after the absence for inclusion in the student absence file. Exemptions to the 18 day limit are to be based on individual situations.

Calling Off School

Parents are asked to call the High School office (330-637-4921) early on the first day of student absence to report and verify their child's absence.

PARENTS/GUARDIANS MUST ALSO SEND A NOTE WITH THEIR STUDENT UPON RETURN TO SCHOOL TO BE PRESENTED TO THE STUDENT'S 1ST PERIOD TEACHER.

If an absence is not verified, the absence is considered as a truancy.

After a student has been absent from school 38+ hours in a month (6.5days) or 65+ hours in a year (11 days), a letter shall be sent to the parents as notification of this fact.

A student who is absent from school for more than six (6) days in a 9 weeks course, nine (9) days in a semester, or more than eighteen (18) days in a year may be denied credit.

Tardy to School (Sign in)

If a student is late (after 7:54 am) to school, he/she must report directly to the office upon arrival at school to receive a tardy slip to class.

Tardies per Semester:

1 to 3 late arrivals	No Penalty
4 to 6 late arrivals	Administrative Detention
7 to 9 late arrivals	Saturday Detention
10 late arrivals	Saturday Detention/ Truancy Intervention
11 late arrivals	2 Saturday Detentions / Loss of Privileges
12 late arrivals	3 Saturday Detentions

If a student arrives after 8 am to school, he/she must present a parental note to the office within 24 hours stating the reason for tardiness. Students without a parental note will be marked as truant after the 24 hour grace period. Appropriate disciplinary action will result.

Daily Arrival

Before End of 2nd Period	Tardy / Late Arrival
During 3rd, 4th, and 5th Period	1/2 day absent / Late Arrival
During 6th or 7th Period	Absent / Late Arrival

No matter how late in the day a student arrives, he/she will still be 'tardy.' Seniors returning late from open lunch are assessed a late arrival as well.

Early Dismissal

Before end of 2nd period	Absent
During 3rd, 4th or 5th period	1/2 day absent
During 6th or 7th period	Present

Classroom attendance is kept by each teacher. The 18 day absence limit applies to each scheduled classroom period.

Tardiness to Class

Tardiness to class is defined as “reporting to class after the tardy bell without a written pass.”

The following penalties will be applied for “tardy to class” violations:

1st Tardy to Class	One Detention
2nd Tardy to Class	Two Detentions
3rd Tardy to Class	Three Detentions
4th Tardy to Class	Referred to Assistant Principal with Saturday Detention Assigned

Pre-Excused Absence

Students who must leave during the school day for necessary and reasonable appointments (medical and dental) must provide a written excuse signed by a parent or have a parent call the office to explain the nature of the appointment and the time to be excused from school.

Pre-excused notes should be presented in the office before homeroom on the day of the appointment or earlier.

Leaving School (Sign out)

Under no circumstances are students allowed to leave the building without reporting to the office for permission and signing out. For example, if a student becomes ill during the school day, he/she must first report to the clinic or office. After a parent has been contacted, the pupil may be given permission to sign out and go home. Students leaving the building without office approval are in violation of the attendance procedure.

The Leaving School policy does not pertain to seniors during open lunch or students on a CCP pass.

Auditorium

No student is to be in the auditorium or auditorium foyer without supervision or office permission. Students are not to use the auditorium to enter the building. Food, drink, or gum in the auditorium is prohibited.

Seniors will not be permitted to park in the auditorium parking lot during the school day. This lot is reserved for Juniors.

Bulletin Boards

The hall bulletin boards near the office area are used to display information of interest to the student body. Students are not permitted to put up posters without first clearing them through

the principal's office. *(Generally, any poster concerning school or community activities will be permitted.)*

Lunch & Cafeteria

The school operates a state approved food service program. Students may buy their lunch in the cafeteria or bring their lunch from home. The Class A hot lunch, as well as an Ala Carte lunch, is available. Pupils who are unable to afford the Class A lunch may apply for reduced or free lunches provided through a special federal aid program. These applications are available at the beginning of the school year or may be found online in the OneView Portal.

Cafeteria Guidelines:

- All trays and utensils are to be returned to the appropriate return window.
- All paper and refuse is to be thrown away in the proper receptacles.
- Food is not to be taken from the cafeteria to other areas of the building.
- No food, such as pizza, may be ordered and delivered to the school.
- Students must be in the cafeteria within three (3) minutes after the tardy bell.
- There is to be no loitering in the hallway or restroom.
- Students are not to leave the cafeteria without permission.
 1. Students must receive permission to use rest rooms.
 2. There are no locker or phone passes during lunch time
- Loud, disruptive or rowdy behavior is inappropriate and prohibited and may result in cafeteria supervisors assigning seats and referring students to the office for disciplinary action.
- Underclassman, not on a CCP pass, who leave the building during lunch will lose their senior open lunch privileges and receive appropriate corrective action.



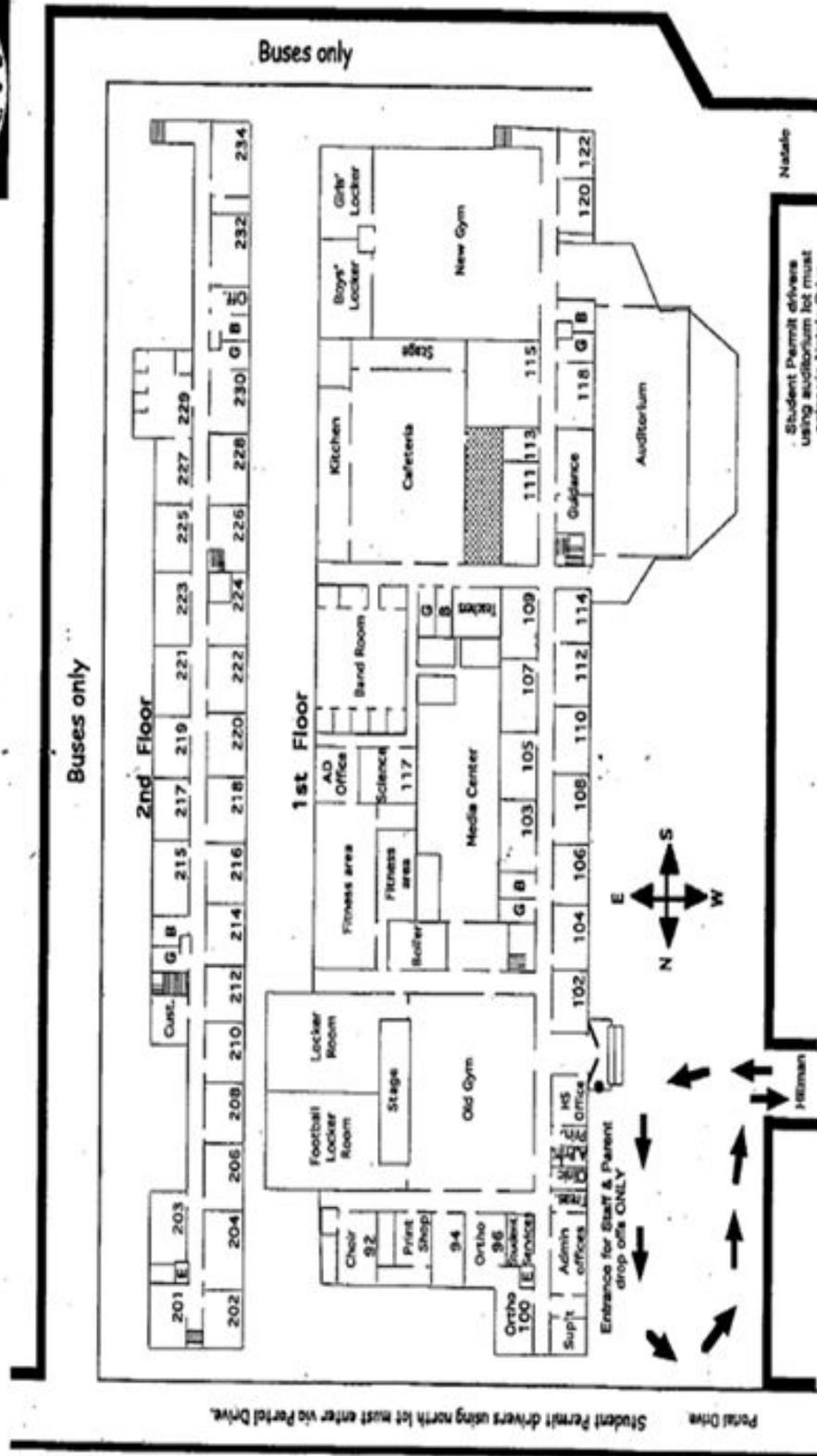
The High School Cafeteria offers breakfast in the cafeteria starting at 7:20 a.m.

There will be no charging of lunches this year. Students or parents can prepay for lunch by bringing in an amount to deposit in their lunch account or utilizing payforit.net.

High School Floor Plan



LAKEVIEW HIGH SCHOOL FLOOR PLAN



Student Acceptable Use Policy for Technology

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 now provides computers, electronic reference, and communication resources to those in our learning community who qualify. The Lakeview School District believes in the educational value of such technology to support 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.

Making information available through electronic access carries with it the possibility that someone might locate or create information or messages that may be controversial or cause potential harm to others. Although the Lakeview Schools will make reasonable efforts to protect its users, the ultimate responsibility to avoid inappropriate and illegal interaction must rest with each student.

Please read the following sections of this document carefully. Your signature, along with the signature of your guardian/parent (if you are under 18), must be on the accompanying form in the OneView Portal before you will be permitted to make use of either computers or other electronic resources.

Educational Purpose

Access to computers and electronic sources of information has been established at Lakeview for educational purposes. Student use of these resources are allowed only to the extent that they support the educational goals and objectives of the Lakeview Schools.

The school district has the right to place reasonable restrictions on material accessed, posted or sent through the school's networks. Because computer use is a school activity, school rules of conduct apply. Therefore, this Acceptable Use Policy represents an extension of the Lakeview behavior codes.

Acceptable Use

Students are responsible for following all established procedures and rules stated below. Network administrators (representing the school board and administration) have determined what is considered acceptable use and their decision is final.

Acceptable use includes:

1. Agreeing to use all computers, electronic reference, and communication resources

provided in the Lakeview School District only for appropriate educational purposes.

2. Understanding that accessing or sending material that is profane or obscene (pornography), that advocates or condones the commission of unlawful acts (illegal), or that advocates or condones violence or discrimination towards other people (hate literature) is strictly prohibited.
3. Agreeing to abide by copyright laws and respecting all intellectual property.
4. Understanding that falsification of any electronic information or message is cause for disciplinary action as presented in the school disciplinary code.
5. Agreeing to follow established network procedures and rules and not to use any electronic reference material or communication resource without permission and supervision.

Computer Use

The smooth operation of the Lakeview computer networks rely upon the proper conduct of all students, who must adhere to established guidelines.

1. All school computers, including the files, software programs, messages, 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 for any reason.
2. Students are prohibited from unauthorized uses of computers. Unauthorized computer use shall include, but is not limited to:
 - Printing, copying, altering, or deleting computer files or programs without prior authorization.
 - Entry into restricted files or areas of a computer's directory or network.
 - Student use of computer or electronic resource without proper supervision or permission.
 - Transmission of any material that is in violation of any United States or Ohio policy and/or law. This includes, but is not limited to copyrighted materials, threatening material, obscene material, harassing messages, or any form of discriminatory material based on race, creed, color, gender, religion or disability.
 - Access or transmission of confidential school records.
 - Use of computer equipment for non-school related reasons or without proper supervision.
 - Other areas of unauthorized computer usage not specifically mentioned above are covered under the school code of conduct and school discipline policy (e.g. plagiarism, profanity, theft [including use of unauthorized passwords], vandalism, or failure to follow operational rules).
3. Students shall not alter, damage, or misuse technology equipment, including hardware,

peripherals, or electronic resources.

Inappropriate Access to Material

1. If students mistakenly access inappropriate information, they should immediately inform an appropriate person. This will protect them against a claim that they have intentionally violated this policy.
2. Parents should instruct their children about additional material that they think would be inappropriate to access.

Free Speech

Students' right to free speech, as set forth in school policies, applies also to their communication on the network. The Lakeview computer network and its access to the Internet and e-mail are considered limited forums. Therefore, the district reserves the right to restrict student speech for valid educational reasons. However, the district does not restrict student speech on the basis of a disagreement with opinions being expressed.

Due Process

The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Lakeview computer system.

In the event there is a claim that someone has violated this policy through misuse of the computer system, the student will be provided with a notice of the suspected violation and an opportunity to be heard in the manner set forth in the disciplinary policy.

Legal Guidelines

Although the use of computers and electronic resources exist to support Lake-view's educational responsibilities and mission, the Lakeview District and the Data Acquisition Site (DAS) make no warranties of any kind, whether expressed or implied, with respect to the information acquired and specifically assumes no responsibilities for any costs, liabilities, or charges caused by students or employees while using the school network.

The District and the Data Acquisition Site will not be responsible for any damage individuals may suffer, including but not limited to the loss of data or interruptions of service. Neither the District nor the DAS are responsible for the accuracy or quality of the information obtained through or stored on the system.

The District and the Data Acquisition Site have the right to restrict or terminate user access at any time for any reason. The district further has the right to monitor network activity in any form that it sees fit to maintain the operational integrity of the computer network.

Personal Responsibility

It is every student's responsibility and obligation to use the computer system properly and to follow all rules. If there are questions concerning the above Acceptable Use Policy contact any staff member.

Bring Your Own Device (BYOD)

General Information

Access to the Lakeview Local Schools wired and wireless network, whether with school-provided devices is filtered in compliance with the Children's Internet Protection Act (CIPA). Access from a personal device is limited to Internet use only. Students will not have access to any documents that reside on the school network from their personal devices. Printing from personal technology devices will not be possible at school.

For purposes of BYOD, "technology" means a privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, handheld entertainment systems of portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Access to the Lakeview Local Schools wired and wireless network is a privilege, not a right. Any use of the wireless network entails personal responsibility and compliance with all school rules. The use of the Lakeview Local Schools networks grants permission to the Lakeview Local Schools IT staff to conduct investigations regarding inappropriate Internet use at any time, by administrator request.

Guidelines For Use:

1. Use of personal devices during the school day is at the discretion of teachers in the classrooms. Students may only use devices as directed by their teachers.
2. The sole purpose for use of personal devices as directed at school is educational only. Personal use is prohibited under this policy.
3. The use of personal devices falls under Lakeview Local Schools Acceptable Use Policy, found at the Lakeview Local Schools website.
4. Students are not permitted to use personal devices outside of their classroom, including but not limited to the hallways, study hall, or cafeteria, etc. unless otherwise directed by their teacher.
5. Students shall make no attempts to circumvent the school's network security and/or

filtering policies including setting up proxies.

6. Students are not permitted to set-up their own networks.
7. Students are not permitted to take/disseminate/store pictures or video of students and/or staff (distribution can be as small as emailing/ texting to one other person or as large as posting image or video online).
8. The student takes full responsibility for his or her technology device. The school is not responsible for the security or maintenance of student-owned technology.
9. The technology may not be used to cheat on assignments or tests, or for non-instructional purposes.
10. The student understands that bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the Acceptable Use Policy and will result in disciplinary actions.
11. The School District has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
12. Students shall not use their technology device to access any social networking site.
13. Students shall not use their technology device in the hallways.

School Liability Statement

Students bring their devices to use at Lakeview Local Schools at their own risk. It is their duty to be responsible in the upkeep and protection of their devices.

LAKEVIEW LOCAL SCHOOLS IS IN NO WAY RESPONSIBLE FOR:

- Personal devices that are broken while at school or during school-sponsored activities.
- Personal devices that are lost or stolen at school or during school-sponsored activities.
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues)

Lakeview School 1:1 Initiative

The Google Chromebook and any accessories that have been issued to students are the property of the Lakeview Local School District. The Chromebook is on loan to the student and must be used in accordance with the following policies and procedures as well as those outlined in the Technology Acceptable Use Policy for Students:

Parents/guardians may be given the child's login name and password so that they can

supervise the student's use of the computer.

Parent/guardians and students should be aware that access to the Internet outside of the school district is occasionally unfiltered.

The District has the right to randomly inspect any Chromebook, application, or peripheral device. This includes but is not limited to browser history, email, media that has been accessed, downloaded or created, documents, pictures, and all files. The District has the right to review these items for appropriateness and to limit or revoke a student's access to them.

Each Chromebook is assigned to an individual student. Students should never "swap" or share their Chromebook with another student, friend, or sibling.

Students must have their Chromebook and chargers with them at school. Students should bring the Chromebook to school fully charged. The technology fee that students pay each year does not cover the cost to replace a lost or broken charger.

Use of the Chromebook for anything other than teacher directed or approved activities during instructional time is prohibited. This includes but is not limited to internet or computer games and other entertainment activities, email, instant messaging, chat, and use of the internet for anything other than school-related research.

Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screensavers, backgrounds, and or pictures are prohibited. District policy will be followed.

Students are not allowed to download or install any software or other materials. District technology staff will perform all approved software installations.

Computers are not to be used to take pictures or videos without the consent of all persons being photographed. Taking photos or video at school should only be done for instructional purposes directed by the teacher.

Students will not use the Chromebook for illegal purposes. Students will not use the laptop to personally attack, annoy, harass, or bully others. Any such activities will be reported to the appropriate district personnel as well as local, state, or federal authorities.

Appropriate and responsible use is expected of all users. Violation of any policies or procedures outlined in the Technology Acceptable Use Policy or the Chromebook

Acceptable Use Policy will be subject to appropriate disciplinary action.

Dress Code

Student dress and appearance is a basic responsibility of parents. Freedom of expression is one of the basic civil liberties of our society. It is the purpose of schools not only to encourage the use of these liberties, but to help students to develop a sense of responsibility and good citizenship.

Book bags may be used to and from school but for reasons of safety must remain in student's locker during the school day. Students have ample time during the day to access their locker.

Common rules of modesty and decency should prevail. To maintain the educational system optimum working order, the Board of Education also assumes a responsibility to set standards for personal appearance.

Any type of dress or grooming that detracts from the educational process or causes concern for the health, safety, and general well-being of students will be considered improper. This determination will be made by the principal. Shorts and 'flip-flops' shall not be worn after Nov. 30 nor before March 15.

The following attire would be examples of dress being unfit for school wear:

1. Sleep wear or beach wear (including flannel shorts & pants).
2. Unbuttoned shirts, blouses, mesh/fishnet, or any garment too revealing.
3. Midriff blouses, shirts, or tee shirts that are mid-length, cutoff or sleeve-less (Students are to have their abdomens, shoulders, waist and hips completely covered while in school).
4. Tank tops, unless covered by proper over-garments.
5. The length of shorts, skirts, and dresses should be appropriate for high school. If you think your skirt or dress might be too short, it probably is and the appropriate penalties will be administered.
6. Visible undergarments; revealing, ripped or torn clothing.
7. Gang/hate group clothing or paraphernalia (examples include - swastikas, confederate flags [KKK]).
8. Sagging or bagging pants / pants must be fastened at the waist with a belt.
9. Sunglasses, unless approved by a physician.
10. Wearing or carrying of hats, bandannas, and/or coats.

11. Slippers or barefoot.
12. Headsets and any mobile devices.
13. Any clothing, buttons, badges, emblazoned with obscene words, phrases, illustrations or derogatory statements toward political, religious, racial or national groups.
14. Clothing with suggestive, double meaning, and/or profane symbols or pictures (Clothing promoting the use of drugs, alcohol [brew thru shirts], tobacco are not acceptable).
15. The wearing or possession of any object which may cause harm or injury to self or others. Examples include: mace, heavy chains, choker chains, wallet chains, or any other heavy or sharp object.
16. Visible piercing on any body part other than the ear.
17. Wearing extreme (i.e. unnatural) hair styles or colors.

The above prohibited apparel/objects is not all inclusive and may include any clothing or manner of dress and/or appearance which would be disruptive to the educational environment. The principal shall take appropriate corrective action in cases where violations of the dress code occur. Dress code violations may lead to corrective actions which may include, but not limited to: letter informing parent(s) of dress code violation(s), change of clothes (which may include school provided t-shirt), administrative detention, Saturday detention, or out of school suspension.

Student Driving

Driving to school is a privilege given to students by the Board of Education. Serious and continuous violations of the student conduct code or the driving and parking lot policies, will result in the loss of driving privileges.

- All vehicles must display a valid Lakeview High School parking permit. (\$25.00 cost) (Parking costs are only prorated in May and/or June)
- Parking permits are non-transferable.
- Students must present a valid driver's license when applying for a parking permit.
- Observe all speed and traffic regulations while on school property.
- Students are to only enter and exit school parking lot by Portal Street.
- Speed limit is 10 mph in the school parking lot.
- No spinning of wheels, gunning motor, horns, loud music, racing, etc.
- Reckless operation of motor vehicle is prohibited. Examples of reckless operation, including but not limited to:
 - Passing of vehicles waiting to exit parking lot

- Any action that could result in personal injury or property damage.
- All vehicles must comply with state and local safety regulations and ordinances.
- All vehicles on school property may be searched if there is reasonable suspicion that the student is in violation of law or school rules.
- All vehicles must be parked properly in assigned parking areas. (Students are not to remain in the car.)
- Students are not permitted to go to their vehicles during the school day unless special permission has been granted by the administration.
- Lakeview Local Schools are not responsible for theft or damage to vehicles and/or their contents.

Violations of driving and parking regulations will be treated as discipline cases and may result in the following:

- Loss of driving privileges (permanent or temporary)
- After school detentions / Saturday detention / suspension
- Vehicle may be towed at owner's expense:
 - if student drives to school while under driving suspension.
 - if student does not obtain a valid parking permit.

Driving privileges will also be revoked for chronic tardiness,
failure in two or more classes during a nine week period
 and/or habitual violations of school discipline policy.

Driver License Revocation

Under Ohio law 16 and 17 year-olds will lose their driver's license until the age of 18 if they drop out of school. Denials or revocation of driver licenses can also occur in cases of habitually truant students or students who are suspended or expelled for the use or possession of alcohol or drugs.

Electronic Devices and Equipment

Unless specifically permitted by the school administration mobile electronic devices (including peripherals) are not permitted that either play music, take pictures, play games, make phone calls, send or receive email or text messages, or that can communicate or transfer files with

other devices on either public or private networks.

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 personal record.

Fire Drill

State law requires schools to hold periodic fire drills, so that in an emergency the building may be emptied quickly. Since the signal for a real fire is the same as the one for a drill, it is important that all pupils move quickly and quietly out of the building.

- Each class is to exit via its assigned route and exit. Students in hallways and other areas should immediately exit.
- The teacher is the last person to leave the room and must accompany the class to the outside area.
- Lights are turned off.
- Special provisions should be made for handicapped students.
- Teachers will give further directions as necessary.

Lock Down

State law requires schools to hold a "Lock Down" drill every year. Procedures for this drill will be reviewed by staff.

Hall Traffic

Students are not permitted in the hallways during class, study hall or lunch periods. This is to keep noise to a minimum and to create a positive environment for instruction. Students can use restroom facilities and visit lockers during the five minutes between classes. It is the responsibility of students to be prepared for class upon entering the classroom.

The south stairway is off limits for students.

Hall Passes

Hall passes are for emergency use of the restroom (teacher discretion), teacher initiated passes to main office, guidance office, media center or teacher errand. No phone or locker passes will be issued.

Lockers

On the first day of school, each student is assigned a locker. Lockers are provided as a convenience for students to store books, coats, and school supplies. Lockers should be kept clean and in order at all times.

- Nothing is to be placed on the outside of the locker unless approved by administration.
- No permanent markings are to be made on the inside of the locker.
- The student is responsible for removing any decorations or objects at the close of the school year.
- Any offensive material is not permitted.
- Only school issued locks can be used.

Money or other valuables (rings, watches, etc.) should not be left in any locker. Do not give your combination to other students. Changing lockers without office permission is prohibited. Lockers are subject to inspection by a school official when there is reason to believe that the contents of the lockers are not in the best interest of the operation of the school. Lockers are the property of the Board of Education and are subject to random searches at any time without regard to any reasonable suspicion.

Main Office & Clinic

Before reporting to the clinic or main office, every student must have written permission from his/her classroom teacher. When the written note is presented at the clinic, the pupil will be signed in to the clinic. (Usually not for more than one period.) **It is both inappropriate and potentially dangerous for a student to text/electronically communicate with their parent/guardian before seeing the nurse about an illness.**

Medication (Distribution)

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.

Before any medication may be administered to a student during school hours, the Board shall require completion of the appropriate Authorization Form (Parental Request for the Administration of Medication, Parental Request for Administration of Over-the-Counter Medication, or Authorization for Asthma Medication).

All 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, the route of administration, the frequency and time it is 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.

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.

Parents are responsible for maintaining adequate amounts of the child's medication and

replacing it prior to its expiration date. Any unused medication unclaimed by the parent within three school days of its discontinuation will be destroyed by the Board authorized employee at that time.

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 in supervision prior to its use, 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.

Open Lunch

Open lunch is a privilege extended to all seniors and underclassmen on a CCP Pass. Seniors and CCP Passholders must complete and return to the office an open lunch permission form before open lunch privileges are granted. At the discretion of the high school principal, open lunch may be cancelled without prior notification. (example: disciplinary action, inclement weather or emergency). Seniors and CCP Passholders may lose open lunch privileges for any violation of school policy. Underclassman, not a CCP Pass, leaving school during lunch will lose open lunch privileges as a senior.

Senior Late Arrival

With administrative approval and pre-determined criteria, seniors may be granted 1st period late arrival. At the discretion of the high school principal, senior late arrival may be cancelled without prior notification.

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 during the first week of school and is also available in the main office.

Study Hall

- Students are to be in study hall prior to the tardy bell.
- Students are to come with books and materials and prepared to study.
- Students are to work silently unless permission is granted from the teacher to work with another student.
- Students are to remain in their seats unless permission is granted by the teacher to leave.
- Sleeping is not permitted.
- If students are going to go somewhere other than study hall, they must have a pass from a teacher when they report to study hall. Students will not be excused to leave the study hall to obtain a pass.
- Card playing, food, and drink are prohibited.
- Electronic devices are prohibited.

Substitute Teachers

Substitute teachers have the same authority 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. A substitute teacher is someone whose impressions of our school will be carried into the community. Students should be as polite, helpful and considerate as they would be to their regular teacher.

Telephone Use

Students will not be called to the office to answer the telephone except in urgent cases. Messages will be taken and delivered to students only in emergencies or at parent request. office phones are not to be used for personal calls.

Tornado Drill

Tornado drills will be indicated by a different alert from the fire drills. Procedures for tornado drills are posted in each room. Students are to proceed quickly and quietly to their designated places throughout the building. When arriving at this point, students are to kneel facing a wall, lower their heads to their knees, and cover their head with their hands. They are to wait quietly until the all clear is indicated by school officials.

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 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 busses:

First Offense	3 Days Off the Bus
Second Offense	5 Days Off the Bus
Third Offense	10 Days Off the Bus

Vacations

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 vacation days, the building principal may approve such a request.

Vacation days may be approved under the following conditions:

1. Vacation request forms must be completely filled out and submitted to principal for approval one (1) week before the vacation starting date. Untimely or incomplete vacation request forms will not be approved.
2. Students will not be excused for vacations unless they are accompanied by their parents. This rule does not change when a student becomes 18.
 - There is a maximum of five (5) vacation days for the school year. Vacation days are excused absence, but are counted toward the maximum 18 day absence limit. Days absent over the five (5) school days to complete all the make-up work.
 - Students are responsible for requesting, completing, and turning in all assignments on time. Students will have a maximum of five (5) school days to complete all the make-up work.
 - Vacation days cannot precede or extend Christmas vacation or spring break.
 - Vacation days during semester or final exams will not be approved. Tests cannot be taken early.
 - Vacation approval does not excuse a student from extracurricular activities or required practices.
 - A minor or 18 year old student that goes on vacation without principal approval will be in violation of the attendance policy. This will be an unexcused absence and the student will receive a grade of F / zero for each day absent.

Student Conduct

Student Rights and Responsibilities

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

Students have the right to due process procedures in matters of suspension and expulsion.

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.

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 the 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 taken 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 repeated 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 engaged away from school property but is connected to activities or incidents that have occurred on property owned or controlled by the district. Students are subject to discipline regardless of where it occurs if the

misconduct is directed at a district official or employee or the property of such official or employee.

11. Passive Alcohol Sensor (PAS) - The Lakeview School District reserves the right to use a PAS at any and all school functions. This is to include the normal school day as well as any extracurricular activity.

Criteria for Corrective Action

The exercise of self-control, self discipline, and self-direction are essential to positive school behavior and future success. To this end, each pupil 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 3313.534. 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 detentions, administrative detentions, loss of privileges, Saturday detentions, class suspension, emergency removal, out-of-school suspension, or expulsion:

- Assembly disturbance
- Assault or battery of school employee
- Behavior incompatible with a K-12 environment
- Bus misconduct
- Cafeteria disturbance
- Cheating/plagiarism
- Chronic violations of school rules
- Disobedience
- Disrespect
- 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 or others
- Extortion
- Failure to serve either: teacher detention, Saturday, or administrative detentions
- 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
- Gambling/card playing/games/etc.
- Gang/hate group activity or dress
- Giving false information to school employee
- Gross misconduct
- Harassment / intimidation / hazing
- Improper use of hall pass
- Inattentiveness or being unprepared for class
- Leaving school without permission / leaving class unexcused
- Loitering / misbehavior in school
- Possession or use of weapons
- Possession of any smoking paraphernalia, including, but not limited to, matches, lighters, cigarette

- paper, etc.
- Possession or use of mood altering drugs / natural and / or synthetic imitation substances
 - Possession of any device that is disruptive to the educational process (including electronic devices)
 - Possession or use of drugs, drug paraphernalia, or alcohol
 - Possession or use of any tobacco product
 - Profanity
 - Provoking a fight or disturbance by actions or verbal comment
 - Public display of affection
 - Electronic data transfer
 - Sexual harassment
 - Serious disturbance of detention room
 - Skipping class
 - Student disruptions
 - Student in unauthorized area
 - Refusal to accept teacher discipline
 - Tardy to class or to school and/or from open lunch
 - Truancy
 - Theft / Vandalism / Destruction of school property
 - Use of skateboards or rollerblades on school property
 - Use of racial, ethnic, religious, degrading or sexual slurs
 - Video/ audio/image recording and/or dissemination of students/staff including but not limited to rumors, fighting or violence.
 - Violation of attendance policy
 - Violation of computer and technology guidelines
 - Violation of dress code
 - Violation of open lunch policy
 - Violation of student driving policy
 - Violation of Saturday detention rules and/ or out-of-school suspension rules
 - Disruption of/to the educational process (including electronic devices)
 - Violation of the bring your own device policy

Any action or behavior judged by school officials to be inappropriate in a school setting and not specifically mentioned in other sections shall be in violation of the Student Conduct Code. These student rules and consequences are general in nature. The administration reserves the right to use its discretion in enforcing the rules and consequences. Due to a broad range of behaviors, mitigating circumstances, and a sincere desire to modify misbehavior rather than simply assign predetermined consequences, the administration will use discretion as it sees fit. Extra-curricular and co-curricular activities have rules and regulation in addition to those listed above. Violation of school rules or of those rules particular to an activity may result in loss of participation.

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 and major infractions of school rules
3. Frequency of infractions
4. Cooperation and attitude of student

Probable Corrective Actions

Loss of Privileges

- A. Driving and parking (temporary or permanent)
- B. Library or computer use (temporary or permanent)
- C. Open lunch

Teacher Detention

- A. Assigned and scheduled by teacher (24 hr. notice)
- B. Minor infractions of student conduct code
- C. Not to exceed one (1) hour

Administrative Detention

- A. Assigned and scheduled by office (24 hr. notice)
- B. Infraction of student conduct code
- C. 45 minutes after-school detention

Saturday Detention

- A. Assigned by building administrators
- 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 O.S.S. (3, 5, or 10 days)

Class Suspension

- A. Assigned by teacher or administrator (see due process, page 36)
- B. Chronic infractions of student conduct code
- C. Student assigned to study hall for 3, 5, or 10 days
- D. Work given to student / credit denied
- E. Suspension days count toward 18 day absence limit

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, school administrators may remove the student from the premises
- B. Not to exceed 24 hours
- C. May be done without advance notice of parent or guardian

Suspension (Out of School)

- A. Assigned by building principal or assistant 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, semester exams, and finals at the convenience of the instructor. However, the student receives a zero for each graded homework assignment, daily class assignment, quiz, pro-ject, or test during the suspension period.

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

Expulsion

1. Assigned by district superintendent (see due process)
2. Serious and/or chronic infractions of school policy

Expulsion shall be understood to mean the exclusion of a student from all school attendance and related activities. An expelled student is not permitted on school grounds at anytime for any reason with the exception of counseling or conference with parents. Expelled students will receive no credit.

Progression of Corrective Action

Teacher detentions must be served within 3 school days of being assigned. Failure to Serve Detention

1. Teacher detention plus administrative detention (Administrative detention must be served within 24 hours of assigned date.)
2. Saturday detention - served the next scheduled Saturday
3. Additional Saturday detention assigned. (Must be served next scheduled detention day.)
4. Out-of-school suspension (3, 5, or 10 days)

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

For chronic offenders of school rules, certain privileges may also be denied, such as; driving to

school, hall passes, open lunch, etc.

Administrative Detention - Served within 5 school days of assigned date Failure to Serve Detention

1. Additional detention assigned / to be served within 24 hours. 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 (3, 5, or 10 days)

All detentions not served will be reassigned upon return to school Saturday Detention - must be served within 2 weeks of assigned date Failure to Serve Detention

1. Assigned one additional Saturday. (Served consecutive next scheduled Saturday detention)
2. Out-of-school suspension (3, 5, or 10 days)

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.

Automatic Corrective Action

The following violations produce automatic corrective action: *(This list is not all inclusive)*

- A. Selling of drugs and alcohol
 1. Expulsion / Contact Authorities
- B. Possession or use of drugs and alcohol
 1. 10 Days O.S.S. 2nd - Expulsion
- C. Use or possession of tobacco or smoking paraphernalia including E-cigarettes
 1. 3 Saturday detentions, pass privilege denied
 2. 5 Days O.S.S.
 3. 10 Days O.S.S. / Recommendation for Expulsion
 4. Expulsion
- D. Fighting

1. 2-5 Days O.S.S.
 2. 5-10 Days O.S.S. / Possible Recommendation for Expulsion
 3. 10 Days O.S.S. / Recommendation for Expulsion
- E. Unauthorized leave of school, class, study hall, or lunch
1. 1 Saturday Detention / Loss of Driving Privileges
 2. 3 Saturday Detentions / Loss of Driving Privileges
 3. 3-5 Days O.S.S. / Loss of Driving Privileges for Year
 4. 5-10 Days O.S.S.
 5. 10 Days O.S.S./ Recommendation for Expulsion
- F. Use or possession of weapons
1. Expulsion for 1 Year (State Law)
- G. Assault or battery of school employee
1. Expulsion
- H. Foul or inappropriate language or obscene gesture directed toward a school employee (verbal or written)
1. 3-5 Days O.S.S.
 2. 5-10 Days O.S.S.
 3. 10 Days O.S.S. / Recommendation for Expulsion
- I. Student disruptions
1. 1-10 Days O.S.S.
 2. Expulsion
- J. Disruption of school, bomb threats, use or possession of incendiaries, setting off fire alarms, stink bombs, etc.
1. 10 Days O.S.S. / Recommendation for Expulsion / Contact Law Enforcement
- K. Flagrant Disregard of School Rules
1. 1-10 Days O.S.S.
 2. Expulsion
- L. Students are not permitted to use cell /smart phones during school hours without teacher/administrator approval. If a cell /smart phone is activated during school regardless of purpose and without prior teacher/administrative approval:
1. Saturday Detention
 2. Saturday Detention and phone returned to parent
 3. Possible Out of School Suspension
- M. Theft
1. 3 to 10 days OSS / Possible recommendation for expulsion
 2. 10 days OSS / Recommendation for expulsion / Notification of authorities

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 two (2) week period will result in an additional Saturday detention being assigned. The second offense for failure to serve detention within the two week period of assigned date(s), will result in out-of-school suspension. The out-of-school 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.
2. Enter and exit the building through the rear entrance (Cafeteria Hallway). Report to Cafeteria before 8:00 a.m. Dismissal is at 12:00 noon.
3. Tardy to Saturday Detention (after 8:00 a.m.). The first offense is two (2) additional hours; the second offense is one (1) additional day of Saturday detention.
4. Bring all necessary materials such as books, pens, and pencils.
5. Coats/Jackets and all belongings will remain in the cafeteria.
6. Students are not permitted to do such things as:
 - a. read magazines or newspapers (unless related to school work or all school assignments have been completed)
 - b. sleep
 - c. drink beverages, eat food or candy
 - d. talk without permission
 - e. leave room without permission
 - f. get up and walk around
 - g. have visitors
 - h. have radios, cell phones, MP3 players or other electronic devices
 - i. cause a disturbance
7. Rest room breaks are scheduled for approximately 9:15 a.m. and 10:30 a.m.
8. Early dismissals will be honored only for such reasons as doctor or dental appointments.
9. Students not doing school work while in Saturday detention will not have the day counted as a day served.
10. When multiple Saturdays are assigned they must be served consecutively.
11. 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 reoccurring violations of school policy.

Academic Detention Policy

The purpose of the academic detention policy is to promote the completion of student work in a timely manner in order to advance student learning. The following offenses may lead to an academic detention which may include, but not limited to: a student fails to complete an assignment or turn in when it is due, sleeps in class, and/or fails to follow academic procedures of the class (i.e. taking notes,). The teacher may issue an academic detention to be served on the date designated on the detention form. The student receiving the academic detention will be required to meet with a tutor after school to complete the missed lesson, homework and/or in class assignment. Failure to serve the academic detention will follow the same course as failure to serve an administrative detention (refer to page 42).

Viewing Grades Online

ProgressBook is a computerized student system that allows parents and students confidential real time access (i.e. seven days a week, 24 hours a day) to information concerning their children's grades, attendance, progress, and school fees.

In order to access your child's information, you will need a unique user account which includes a user login name and password. While the login name and password can be changed by the user, it is not changed by the school district from year to year. If you need a new account contact the High School office.

To use your username and password to login to the Progress Book system or to read frequently asked questions about Progress Book, go to:

<https://progressbook.neomin.org/BetaParentAccess/>

Supply and Lab Fees

All fees are approximate and subject to change.

Choir	\$ 5.00 (robe cleaning fee)
Science Goggle Fee	\$ 8.00
Madrigals	Concert Outfit Costs

Senior Transcript Fee	\$ 10.00
Combination Locks	\$ 6.00
Registration for Jr. and Sr. Students Driving to School	\$ 25.00

**Sport fees & forms are available on the school website:
www.lakeviewlocal.org**

Notes:

Student's Personal Attendance Record

Date(s)	Periods Missed	Reason	Excused	Documentation
1			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
11			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
12			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
13			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
14			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
15			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
16			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
17			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
18			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
More than 18 days	Grades 9-11 schedule an appointment with the Assistant Principal Grade 12 schedule an appointment with the Principal			