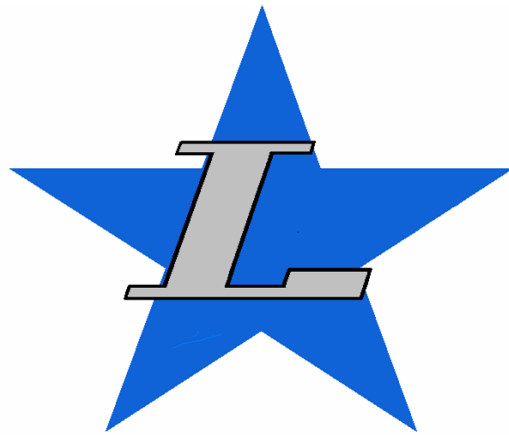


# Lakeview Elementary School



2019- 2020

Handbook

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# Lakeview Elementary School Contact Information

<http://www.lakeviewlocal.org>

640 Wakefield Dr.  
Cortland, Ohio 44410  
Phone - (330) 638-2145  
Fax - (330) 638-6727  
Twitter- @lesbulldogs  
Office Hours 8:25 a.m. - 3:50 p.m.

## ***Board of Education***

Mr. Troy Adair , *President*  
Mrs. Jennifer Nicholas, *Vice-President*  
Mr. Larry Sherer  
Ms. Donna Zuga  
Ms. Mary Williams

## ***Administration***

Mrs. Velina Jo Taylor	<i>Superintendent</i>
Mr. Sean Miller	<i>Treasurer</i>
Mr. Larry Herrholtz	<i>High School Principal</i>
Mr. Mike DeToro	<i>Assistant High School Principal</i>
Mrs. Ashley Handrych	<i>Middle School Principal</i>
Mr. Scott Taylor	<i>Elementary Principal</i>
Miss Jennifer Merkich	<i>Student Service Director</i>
Mr. Ryan Stowell	<i>Asst. K-8 Principal</i>
Mr. Ron DeJulio	<i>Athletic Director</i>

## Elementary Staff

Mr. Taylor	Office	Principal
Mr. Stowell	Office	Assistant Principal
Mrs. DePizzo	Office	Secretary
Mrs. Rich	Office	Secretary
Miss Kmetz	Office	School Counselor
Mrs. Leonhard	Clinic	School Nurse
Mrs. Haynie	Room 101	Kindergarten
Mrs. Probst	Room 102	Kindergarten
Mrs. Turk	Room 103	Kindergarten
Miss Prezioso	Room 104	Kindergarten
Mrs. Danklefsen	Room 105	Kindergarten
Mrs. Lisner	Room 106	Kindergarten
Miss Harkins	Room 108	1st Grade
Mrs. McAllister	Room 114	1st Grade
Mrs. Petrunia	Room 116	1st Grade
Mrs. Sandy	Room 118	1st Grade
Mrs. Stark	Room 119	1st Grade
Mrs. Yannucci	Room 121	2nd Grade
Mrs. Kalman	Room 122	2nd Grade
Mrs. Salvaterra	Room 124	2nd Grade
Mrs. Cooper	Room 125	2nd Grade
Mrs. Manovich	Room 127	2nd Grade
Miss Wilson	Room 129	3rd Grade
Mrs. Liplin	Room 205	3rd Grade
Mrs. Townsend	Room 207	3rd Grade
Mrs. Lammers	Room 208	3rd Grade
Ms. Kmetz	Room 210	3rd Grade
Mrs. Denman	Room 209	4th Grade
Mrs. Price	Room 213	4th Grade
Mrs. Costarella	Room 214	4th Grade
Mrs. Weber	Room 215	4th Grade
Mrs. Conley	Room 216	4th Grade
Mrs. Ogurchak	Room 110	Title 1 Coordinator/Teacher
Mrs. Lynch	Room 120	Title Teacher
Mrs. Liber	Room 212	Title Teacher
Mrs. Campana	Room 117	Intervention Specialist
Miss Pishotti	Room 123	Intervention Specialist
Mrs. Harring	Room 204	Intervention Specialist
Mrs. Faatz	Room 211	Intervention Specialist

Mrs. Shackelford

Room 223

Speech Pathologist

Mrs. Marstellar

Room 107

Music Teacher

Miss Collins

Room 113

PE Teacher

Mrs. Palumbo

Room 224

Technology Teacher

Mr. Labbiento

Room 226

Art Teacher

Mrs. Petrunia

Media Aide

Mrs. Wiswell

Student Aide

Ms. Crevier

Student Aide

Mrs. Hazlett

Student Aide

# 2019 / 2020 School Calendar

## August

- 8 Kindergarten Parent Only Orientation 6:00 p.m.
- 12 2nd & 4th Grade Open House 5:00-6:00 p.m.
- 12 3rd Grade Guarantee Parent Mtg. 6:45 p.m. Cafeteria
- 12 1st & 3rd Grade Open House 7:00 p.m. -7:45 p.m.
- 15 First Day of Classes Grades 1-12
- 15, 16 & 19 Kindergarten Staggered Start 9:45am-2pm
- 20 First Day of Kindergarten
- 30 **No School**-Labor Day weekend

## September

- 2 **No School**-Labor Day
- 9 PTO Meeting @ 4pm
- 13 Interim Reports 1 Home
- 26 Fall Pictures @ 8:45 a.m.

## October

- 14 **No School**- Staff Professional Development
- 15 PTO Mtg 4pm
- 16 Parent / Teacher Conferences from 3:50 p.m. – 6:50 p.m.
- 18 End of 1st Quarter- full day of classes
- 23 Parent / Teacher Conferences from 3:50 p.m. – 6:50 p
- 25 1st Quarter Report Cards Home
- TBA Harvest Party - K & 2nd grade @ 9:15 a.m. – 10:10 a.m.  
Harvest Party Activity Grade 4 9:15-10:10 a.m. Cafeteria  
Harvest Party - 1st & 3rd grade @ 2:00 – 2:55 p.m.

## November

- 11 PTO Mtg. 4p.m.
- 14 Fall Pictures Retakes @ 9 a.m.
- 15 Interim Reports 2 Home
- 27 -29 Thanksgiving Break-No School

## December

- 4 3rd grade Music Concert - 7 p.m. @ HS auditorium
- 20 End of 2nd Quarter- ½ day early release 12:00 p.m.
- 23 - Jan 3 **No School** - Winter Break

## January

- 6 Classes Resumes
- 10 2nd Quarter Report Cards Home
- 13 PTO Meeting @ 4pm
- 20 **No School**- Martin Luther King, Jr. Day

## February

6	Parent/Teacher Conferences from 3:50 p.m. – 9:50 p.m.
7	Interim Reports 3 Home
10	PTO Meeting @ 4pm.
TBA	Valentine's Day Party K & 2 9:15 a.m. – 10:10 a.m. Valentine's Day Party 1 & 3 2:00 – 2:55 p.m. 4th Grade Valentine's Day Activity 2:00-2:55 p.m.
14	<b>NO School</b> - Conference Comp. Day
17	<b>NO School</b> - Presidents' Day

## March

9	PTO Meeting @ 4
TBA	Spring Pictures-including class composite
13	End of 3rd Quarter-Full Day
16	<b>NO SCHOOL</b>
20	3rd Quarter Report Cards Home
23-Apr. 24	3rd & 4th Grade ELA AIR Assessment Window
30-May 8	3rd & 4th Grade Math AIR Assessment Window

## April

9-13	<b>NO School</b> -Spring Break
14	PTO Meeting @ 4pm
17	Interim Reports 4 Home
23	1st Grade Music Concert 7pm @ LHS

## May

1	Art Festival
21	Last Day of Classes K-11- <b>1/ 2 day early release 12:00 p.m.</b>
22	Last Day for Teachers

**There are NO instructional fees for the 2019-2020 school year.**



## Elementary Schedule

Student Day	8:55 a.m. – 3:40 p.m.
<b>Breakfast</b>	8:40 a.m. – 8:52 a.m.
<b>Kindergarten</b> Lunch	11:30 a.m. – 12:00 p.m. 12:10 p.m. - 12:40 p.m.
<b>First Grade</b> Lunch	11:33 a.m. – 12:03 p.m.
<b>Second Grade</b> Lunch	12:13 p.m. – 12:43 p.m.
<b>Third Grade</b> Lunch	11:33 a.m. – 12:03 p.m.
<b>Fourth Grade</b> Lunch	12:13 p.m. – 12:43 p.m.
Bus Arrival	8:45 a.m.
Classes Begin	8:55 a.m.
Class Dismissal	3:40 p.m.
Bus Departure	3:45 p.m.

Students who walk or are dropped off should not arrive at school before 8:45 a.m. No supervision prior to this time.

## Phone Numbers

Bus Coordinator	(330) 637-8746
Elementary	(330) 638-2145
Middle School	(330) 637-4360
High School	(330) 637-4921
Superintendent	(330) 637-8741

## Building Visitation

Visitors are welcome to our school. Persons visiting our school building are required to report to the office upon entering the building and receive a pass that allows them to go beyond the office area. A surveillance camera will record all visitors to the school. If you have not reported to the office and received a pass we will have the right to ask you to leave the building. We wish to provide an atmosphere of safety along with continuous learning and teaching without unnecessary interruptions, thus these requirements are necessary.

## School Year Vacation Policy

In recognition of the law concerning attendance, parents and the Lakeview Local Schools have a responsibility to provide a learning experience for students. Students must fulfill their learning responsibility as outlined by the law and district policy requirements.

In the interest of uniformity and fairness, the Lakeview Local School District does recognize that from time to time parents must take vacations (*accompanied by the student*) during the school year, and that a standard procedure is necessary for this occasion.

Therefore, the following procedures shall be implemented:

1. A request for absences, stating the specific number of days and dates, must be submitted by the parents, at least 2 weeks in advance, to the building principal for approval. Form can be obtained from the school office.
2. Make-up work will be required. Students are to make up all tests, term papers, written/reading homework assignments and/or major projects.
3. Responsibility for assignments shall rest upon the students. Students shall secure required assignments from the teacher **upon return to school**.
4. Length of time for completion of assignments shall be in proportion to the number of days missed. For example, a student will have 5 days to make up assignments if he/she was absent 5 days. This begins the first day he/she returns to class.
5. If a vacation results in failure of a student to meet the minimum requirement of 30 days present in a given 9-week grading period, the student shall have 15 days to complete all assignments. 5 school days is the maximum vacation days allowed.
6. If a student has a past history of frequent absences and/or low achievement, a parent conference shall be initiated by the building principal. A parent conference form will be placed in the student's permanent record folder concerning the matter.

## Student Evaluation—Report Cards

Report cards are issued at Lakeview Schools every nine weeks. Interim report forms are issued at midterm of the nine-weeks to any student doing unsatisfactory work. A conference may be requested along with an interim report.

Children are evaluated using the following criteria:

1. Participation
2. Completion of assignment with care to accuracy and neatness
3. Completion of assignment on time
4. Attentiveness in class
5. Good use of study/class time
6. Good attendance
7. Cooperation with all teachers in all areas

Standard based report cards are used in grades K-2 and special area classes (art, music, and physical education) will be graded with an M (mastered standard), P+ (progressing toward standard with minimal teacher support), P (progressing toward standard but requires teacher support and/or accommodations) or LP (limited progress toward meeting the standard).

A combination of letter grades and standards based grades will be used for 3rd grade. Students will receive letter grades (A-F) in all academic subjects except for Social Studies and Science (standards based). Honor Roll requires at least one A in ELA or Math, no letter grades lower than a B and no LP's in any academic area.

Students in 4th grade will receive letter grades (A-F) in all academic subjects. Honor Roll each nine weeks requires a 3.5 GPA.

The 3rd/4th grade scale is the following:

93% to 100%	A
83% to 92%	B
73% to 82%	C
60% to 72%	D
0% to 59%	F

# Testing

The State of Ohio requires all students to take diagnostic screenings/ diagnostic tests during the school year. These tests indicate what a student should know at the end of each grade level. Students will be tested in the fall and spring of each school year. In the next section you will find the tests that will be administered to specific grade levels.

## Kindergarten

Kindergarten Readiness Assessment - will be given during the first nine weeks to determine student readiness skills for kindergarten. Lexia Rapid is administered three times per year.

## First & Second Grade

First and second grade students will be taking the NWEA Map Assessment twice a year. Second grade will also take the CoGAT Assessment. Lexia Rapid is administered three times per year.

## Third Grade & Fourth Grade

Third and fourth grade students will take the Ohio AIR Reading and Math assessment and third grade will take NWEA MAP Assessment twice a year. Lexia Rapid is administered in third grade three times per year.

All students in K-3 will take a reading assessment by Sept. 30th to measure if a student is reading on grade level in compliance with the 3rd Grade Reading Guarantee. Reading Improvement Plans will be implemented if a student is determined to be in need of such a plan.

If you have any questions about a test that your child has taken or will take, or if you wish to discuss test results, please call for an appointment. As educators, we want to assure you that no test is an end in itself. Rather, these tests will provide information that will help teachers do their job more effectively.

## Promotion Policies

All children who successfully complete the work of a grade level are promoted to the next grade. All phases of development are considered in the decision for student placement; age in years and months, social development, emotional maturity, academic ability, and attitude are factors utilized for the placement process.

Children mature at different rates; therefore, growth and ability cannot be rushed. Similarly, all children do not learn to read at the same time; hence, promotion through the primary grades is determined mainly on the proficiency in reading. The 3rd Grade Reading Guarantee also

determines if a student is prepared for 4th Grade based on criteria to be discussed at Open House. Students must be retained in 3rd grade if not meeting requirements.

## **Problem Procedures - School**

From time to time, problems and misunderstandings occur between a student /parent and teacher and/or other personnel. If a problem occurs, please contact the teacher **first**, usually the problem can be satisfied immediately if it occurred in the classroom. If the problem is of a nature that needs further attention, either the teacher and/or parent should then contact the building principal/assistant principal. Please bear in mind: A problem cannot be solved unless it is brought to the attention of those involved.

## **Attendance**

Our school year consists of 180 days. Children, to be counted present and not tardy, must be in **their classrooms seated** by 8:45 a.m.

<b>Tardy</b>	arriving between 8:55 a.m. and 10:30 a.m.
<b>1/2 day attendance</b>	leaving after 11:55 a.m. but before 2:00 p.m.
<b>Full day absence</b>	leaving before 10:30 a.m. or arriving after 2:00 p.m.
<b>Early dismissal</b>	leave after 2:00 p.m.

## **Initial Entry to School**

When a student initially enters the school, the parent must present

1. A copy of the child's certified birth certificate
2. Immunization record
3. Custody papers (if applicable, must include the judge's signature & a court seal)
4. Child's social security card
5. Proof of residency (two items)(mortgage statement, rental agreement, utility bill)

If this information is not presented, the principal must notify the local police department of the child's residence with the possibility that he/she may be a missing child.

## **Student Absences**

The Missing Children's Act, Senate Bill #321, as well as Lakeview Board Policy, makes it

necessary for every Lakeview student to be accounted for daily. If your child is absent, or is going to be late coming to school, you MUST inform us as soon as possible. We have an answer machine available from 3:50 p.m. until 8:25 a.m. If for some reason you were unable to leave a message during those times, please call the school by 9:10 a.m.

We will attempt to reach you at home, your place of employment or we will call the other individuals listed on your child's emergency card. If we are unable to reach anyone who knows why your child is not at school, in some instances, the local police will be contacted.

Parents must provide the school with their current home and work telephone numbers, home address, and emergency telephone numbers at all times. If these numbers change during the year, please update your forms on OneView so correct contact information is on file.

Doctor appointments, if at all possible, should be made outside of school hours; however, if this cannot be done then arrangements should be made in the office prior to the appointment time to pick the child up or to return to school. Please bring an excuse from the doctor. Whenever your child is not in school, this is considered an absence. The excuse from the doctor or dentist allows us to mark the absence as excused rather than unexcused.

The State of Ohio expects its schools to set a standard of 90-96% daily attendance rate for its student body. In a 180 day school year, a 90% minimum attendance standard for a single student would mean the student was absent from class/school for 18 days. This school district does not expect students to be absent that often. On the other hand, if a student exceeds a total of 18 days of absence for the school year (to include all absences other than those accompanied by a medical excuse-see below), the student is in danger of losing credit for the school year in the affected classes and/or in being retained in his/her present grade.

### **Medical Excuses:**

Student absences under medical excuse are not included in the 18 days identified above. Medical excuses, in order to be considered by the school administration, must be presented no later than 24 hours after the student's return to school. It must be the original medical excuse clearly identifying the reason for the doctor sanctioning the student's absence from school, and must clearly note what date(s) are being approved by the doctor. The administration reserves the right to request a medical excuse from a student for absence at any time in order to clarify whether an absence is legally excused.

### **Tardiness to School:**

Tardiness to school will be excused or unexcused as per the same Ohio Revised Code guidelines and district interpretation as are daily absences. Tardiness or early dismissal of two hours of the

school day shall be considered as one-half day of absence. Early dismissals are counted the same as a tardy. If a tardy or early dismissal is due to a doctor appointment, a medical excuse is required.

### **Unexcused Absence:**

Student absences for reasons that are not deemed “legal” under the Ohio Revised Code and unexcused under school district policy and procedures are considered unexcused. Students may not make up work missed during an unexcused absence, and discipline as per the student conduct code will result.

Any student will be considered a “habitual truant” under HB 410 if they have unexcused (absences without medical notes) absences that reach the following thresholds: 30 or more consecutive hours, 42 or more hours in a month, or 72 or more hours in a year. Parent notification will occur when a student reaches 38 hours in a month or 65 hours in a year. Parents may be asked to come to school for a conference in cases of habitual student absences /truancy. If the plan is unsuccessful, truancy charges will be filed against the parent. It always helps to have a medical excuse to avoid the hour threshold listed above.

### **Attendance Officer:**

Local school districts have the services of an attendance officer employed through the County Board of Education. Our two officers (Jason Smith & Brandon Rice, CPD) provides intervention services to schools and to students who demonstrate poor patterns of attendance, and shall also serve as the school’s liaison with and representative to the Juvenile Court. Intervention by the attendance officer should occur before a student is referred to court, and before a child is denied course credit or grade promotion under this policy.

## **Reporting Student Absence**

In keeping with Board policy, parents are requested to call Lakeview Elementary School (330-638-2145) if their child is going to be absent from school. The call should be made before 8:55 a.m. on the day of the absence. The call can be recorded on the answering machine from 3:50 p.m. to 8:25 a.m.

## **Parent Conferences**

Parent conferences are welcomed at any time. Please call the teacher or write a note to arrange for a time. We ask that, if at all possible, schedule your conference before or after

school or during the teacher's preparation time. The school has conferences in October and February built in to the calendar.

## Picking up Children at School

A note is required in the morning stating who will be picking up your child. Parents picking up children during school hours and at dismissal **must report to the office**. Children will be called to the office area. This is designed for the safety of our children. We must know who is picking them up. **No phone calls changing dismissal plans will be taken after 2:30 p.m.** Identification may be required. Students being picked up will be picked up from the car riding loop starting at 3:30pm. Please have your tag hanging in your car to avoid delays. *If children are staying after school or tell us they are being picked up they need a note giving permission . If your child does not have a note, he/she will not be allowed to stay and will be put on the school bus to go home.*

## Homework Policy

Homework is an assignment that requires additional time to complete outside the allotted class time. Homework shall consist of specific, clear, and concise assignments for a particular subject within a grade level. A student should be absent for two days before requesting homework assignments. It is extremely important that your child completes all assignments. If homework is not completed, the teacher may call home or request a conference.

Homework shall consist of:

- A. Special assignment for individual help
- B. Reinforcement of a skill
- C. Enrichment
- D. Advanced preparation for a lesson

Time factors listed are general guidelines for nightly homework for all subjects combined.

Kindergarten	10 minutes
First Grade	15 minutes

Second Grade	20 minutes
Third/Fourth Grade	30-40 minutes



## P.T.O.

Lakeview's Parent Teacher Organization is an organization whose goals are to further the welfare of our school, the Lakeview School District, the community, and to establish a more thorough understanding between parents, teachers, and friends of the school. The P.T.O. plans several activities throughout the year. These activities are school programs, parent visitation, and fundraising projects to support various activities and programs.

The P.T.O. supports various activities for our children. These include safety programs, educational experiences, and health-related programs. The P.T.O. provides materials and supplies to carry out these programs. Executive committee business meetings are held four times a year. All meetings start at 4:00 p.m. in the cafeteria.

Dates	Officers	Titles
Sept. 10	Amy Newton	<i>President</i>
Oct. 8	Kristy Johnson	<i>1st VP</i>
Nov 12	Shari Sollberger	<i>2nd VP</i>
Jan. 14	Melissa Lasher	<i>Treasurer</i>
Feb. 11	Amy Marsco	<i>Secretary</i>
Mar. 11	Jen Morgenstern	<i>Auditor</i>
Apr. 8		
** Meetings in Cafeteria		

## Breakfast & Lunch

The Elementary offers students the opportunity to have a hot lunch every day known as 'Type A' lunch. There is also a milk purchase program for packed lunches. The Type A lunch provides a balanced, nutritional hot meal prepared in our kitchen. A monthly lunch menu is sent home as well as posted on our website. Our lunch room is supervised by aides, who are responsible for control and collection of money. Lunch money is collected daily in compliance with state regulations. Charging is not permitted except in an emergency situation.

- Breakfast is offered for \$ 1.00 and the cost for students on reduced lunch program is 30 cents. Breakfast is served from 8:40 - 8:52 a.m.
- The price of a prepared hot lunch is \$ 2.50 and the cost for students on reduced lunch program is 40 cents. Lunch includes milk. However milk is sold separately for 50 cents. Do not send carbonated beverages or glass containers with your child for lunch.

## Weather Conditions - School Closing/Delay

Should the weather become severe enough that school will be closed, parents will be advised by our One Call system and television stations will be notified. Announcements, if at all possible, will be made by 7:00 a.m.

On occasion emergency situations have caused our school to close early during the day. It is the parent's responsibility to make alternative arrangements. If there is absolutely no where to go, the bus driver will return them to the bus garage. Please discuss this possibility with your child.

In an attempt to insure a complete school year, the Board of Education has approved a weather delay program. The delay, when instituted, will be for two 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 delayed schedule. Our automated calling system will notify parents a second time if there is a need to change from a 'delay' to a 'closed' status due to continuing inclement weather conditions.

**Bus Pickup:** Two hours later than usual (ex. 8am now 10am)

**Student Drop Off:** 10:35a.m. - Building will not be open prior to 10:35 a.m.

**Classes Start:** 10:45 a.m.

**Dismissal:** Regular time

## **Lunch & Playground**

The lunch and playground time gives students a chance to take a break from the normal education routines. Of the day. Due to liability concerns, parents are not permitted to eat in the lunch room or play with children during the recess.

All children do go outside, weather permitting as long as temperatures are 20 degrees (plus wind chill factor) above freezing.\* Otherwise, all children will go outside unless a note has been sent from the physician or if it is the day following an extended illness with a note.

- When staying in because of poor weather conditions, games, puzzles & other teacher supervised activities are conducted during this recess period. Please do not send toys with your child to school unless the teacher has requested that they do so.

## **Instruction - Curriculum**

All students receive instruction in the following areas; Art, English Language Arts, Mathematics, Music, Physical Education, Science/Health, Social Studies, and Technology.

### **Social Studies**

The social studies program at our school is a multi-disciplinary approach to content material.

Our social studies program is based on concepts and skills developed and implemented under state standards. These concepts and skills include instructions concerning community, maps, environment, geography, and history.

Skill development in the social studies area is built on development of inquiry, critical thinking, and problem-solving skills. Exercises and activities throughout the grade levels vary; however, they systematically develop skills from level to level.

### **Science**

Our science program is designed to foster the student's ability to understand the scientific world they live in and realize the involvement with scientific principles. Included in the science education are the basic fundamentals of environmental concerns and conservation of natural resources.

## **Health**

The health program in our school is designed to help each child develop knowledge and attitudes to insure good health habits. Behavior examples related to health are based on sleep, rest, exercise for fitness, proper diet, safety, emotions, social relationships, and alcohol & drug abuse.

## **Physical Education**

The physical education program in our school is designed to promote physical fitness, and the fundamental rules of sports.

## **English Language Arts Program**

Our program is planned to include reading literature, writing skills, spelling, handwriting, and grammar. Various methods and approaches are utilized to help each child develop his or her potential. Emphasis on specific subjects vary from grade level to grade level. Our basic reading series consists of reading levels carefully planned for continuous progress through the grades. Along with these readers, there is a phonics program and workbooks designed to reinforce and develop skills with teaching aids.

## **Mathematics**

Our math program is designed to meet the individual needs of our students and to enable them to learn in a way best suited for the child. We encourage each student to know his or her weaknesses in math and to work in mastering these areas according to their own ability level.

## **Music**

Music learning and singing are taught in music classes as part of the regular curriculum. The formula of music lies in providing a type of self-expression. Through music, children are given an opportunity to share feelings of others and their own as they sing, listen, perform, and create.

Our academic curriculum in the Lakeview Schools is under constant revision. Thus each subject is reviewed by a committee once every five years. Goals, student expectations, and requirements are a product of each curriculum review.

## Special Education Services

Special Education Services are provided for those students who meet eligibility criteria under IDEIA. If you believe your child is a child with a disability, please contact the guidance counselor for information and assistance.

### Speech & Language Specialist

Lakeview Schools offers services to those students who are eligible for speech and language services as outlined in IDEIA. A screening assessment is conducted at the time of the Kindergarten Screening. If the child's teacher or parent feels the child may qualify for services, the guidance counselor should be contacted.

### Reading /Math Specialist

Lakeview provides a certified trained teacher for students in need of special instruction in reading and math. Students will be screened for eligibility for placement based upon need/space. We have 2 full time teachers working at LES in this capacity.

## Right To Search

Lockers are the property of Lakeview Local Schools and therefore are subject to random searches by school personnel at any time (O.R.C. 3313.20). Students have no reasonable expectation of privacy in their belongings or contents of any other school property including desks. Book bags, purses, gym bags, etc. may be searched with or without student's consent, whenever school authorities reasonably suspect that a search will lead to a discovery of evidence of a violation of law or school rules.

## Birthday Treats

PTO/school will provide birthday recognition to students during the school day near their birthday. **We would ask that no treats be sent in from home.** We have students who have allergies to certain foods and it is better for outside treats not to be sent in from home. If you wish to distribute birthday invitations at school, please only do so if you are inviting the entire class or all boys or all girls.

## Field Trips

Participation in the trip is a privilege students earn by exhibiting responsible and cooperative behavior throughout the school year. Students who have been suspended may be denied the privilege to participate in these trips. Those with chronic or unpredictable behavior may also be denied the privilege to participate. Students who cannot attend the field trip are expected to attend school. Decisions regarding participation are made by teachers and administrators.

## Positive Behavior Support (PBIS) “Paws”itive Expectations

In the past, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing modeling and reinforcing positive social behavior is an important part of a student’s educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm.

Presently, our school-wide PBIS will build upon the school's existing strengths. Lakeview Elementary will have a proactive approach regarding behavior. We will create environments in which learning and teaching are valued and aggressive, unsafe behaviors are discouraged. The four PBS expectations are respect, responsibility, cooperation and how to be an active learner. These character traits will be taught, modeled and encouraged. This positive approach will encourage maximum learning in all areas.

## “Paws”itively Lakeview Consequence Discipline Plan

When rules are not followed and discipline is necessary the following steps will be taken.

### Minor Problem Behavior

*Defined as: not meeting classroom and common zone expectations. Some Examples:*

- Inappropriate language/comments
- Hands/feet, objects on others
- Talking out

- Being off task
- Bothering others during work time
- Cheating/copying
- Theft (small items such as; pencils, markers, crayons etc.)
- Unnecessary/excessive noises
- Excessive lack of homework
- Misuse of property in the classroom, restroom, or playground equipment
- Running in the halls, cafeteria, classroom, sidewalk, parking lot
- Throwing objects (food, erasers, pencils)
- Misuse of personal property

**Handled by:** adult in charge of the zone in which problem behavior occurs.

**Procedures:**

1. Re-state rule to the student or ask the student what rule he or she was not following and what he or she would do differently next time.
2. Apply appropriate consequences
  - a. Loss of privilege
  - b. Note of apology
  - c. Call or note home
3. Fill-out minor referral form as soon as possible. Send one copy home and file original in classroom
4. Track referral form follow-up
5. Positive practices
  - a. Reinforce appropriate behavior by verbally acknowledging the student when observed practicing the behavior
6. Classroom Behavior Management System
  - a. Card system-refer to card system handout

**Major Problem Behavior**

*Defined as: 3 minor problem behaviors, or major infractions. Some Examples:*

- Physical behavior/fighting (e.g. aggressive hands, feet on others)
- Defiance (direct disrespect, deliberately disregarding rules)
- Verbally Abusive/inappropriate behavior (harassment/tease/taunt)
- Theft (invasion of teacher or another student’s desk or locker and intentionally taking valuable items)
- Forgery
- Disruption (e.g. throwing large objects, impeding other students’ learning, inappropriate touching or exposure)
- Vandalism to school property (physical damage to walls, desks, equipment, facilities, hand dryers, drinking fountains etc.)

**Handled by:** Office/Asst. Principal/Principal

**Procedure:**

1. Re-state the rule to the student or ask the student what rule he or she was not following and what she would do differently next time.

2. Apply appropriate consequence (time in office, loss of privileges, conference with student, parent contact, time-out/detention)
3. Reinforce student for appropriate behavior (ex, if student got into a fight with another student, when you see the student problem solving his/her disagreements, reinforce this appropriate behavior).
4. Fill-out referral as soon as possible and either give it to the student when she or he goes to the office or send it with person who is escorting student to office

## Student Codes of Conduct

### Dress Code

1. Girls must wear blouses that do not expose the upper body.
2. No tank tops for boys or girls that resemble undershirts. No shirts with extra large arm holes.
3. Face painting and stick-on tattoos are not permitted unless it is a part of a school activity.
4. Tee shirts with inappropriate, derogatory, or suggestive statements, beer or alcoholic beverage advertisements, and tee shirts of people scantily clad should not be worn to school.
5. Shorts may not be worn after November 30th and before March 1st.
6. Shoes with rollers or wheels may not be worn to school .
7. Shoes that do not have backs or shoes with open toes should not be worn to school. High heels or rubber/plastic flip flops are also inappropriate. Because safety is our first concern, please choose shoes carefully. We recommend tennis shoes.
8. No full head unnatural hair colors are allowed. Highlights or tips are acceptable.

**Changes in styles and trends make it difficult to have a written rule for each and every potential dress code situation. The reasonable judgment of administration will be used to address areas arising that are not specifically covered above. If inappropriate clothing or shoes are worn to school, parents will be contacted to bring appropriate attire to school.**

### Discipline

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



normally encountered.

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

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

## **Bullying**

Lakeview Schools prohibits harassment, intimidation or bullying. Harassment, intimidation, or bullying is defined as either (1) any intentional written, verbal, electronically transmitted or physical act that a student has exhibited toward another particular student **repeatedly** and the behavior both (a) causes 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.

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

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

## **The Right to Due Process**

There are occasionally circumstances where violation of the Student Code of Conduct are major, and the student may be suspended from school for a period up to 10 (ten) days. In these cases students and parents will be afforded those rights as prescribed under due process of law as required by H.B. 421 State of Ohio.

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

- a. This notice will contain the reasons for the suspension and inform the parents of their right to appeal to the board, and their right to be represented at a hearing.
- b. A student who is suspended out of school will be allowed to makeup the work missed during the suspension. The student is responsible for getting the work and making it up within the same number of days they were suspended. (H.B. 419 State of Ohio)

### Criteria for Corrective Action

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

In order to provide a positive, efficient and safe school, a certain level of student discipline is necessary. With respect to student discipline and attendance, Lakeview Schools has adopted a position of “zero tolerance” per Ohio Revised Code 3313.20. The student conduct code provides a guide which will enable students to learn citizenship, to have respect for the rights of others, and to be part of an academic atmosphere that is conducive to education.

To help ensure this environment, the following offenses may lead to corrective action which may include, but not limited to:

<ul style="list-style-type: none"> <li>● teacher lunch detention</li> <li>● loss of class/recess school privileges</li> <li>● notifying parent by phone or letter of student’s misbehavior</li> <li>● in-school restriction/suspension</li> <li>● after-school restriction</li> </ul>	<ul style="list-style-type: none"> <li>● bus suspension</li> <li>● class suspension</li> <li>● emergency removal</li> <li>● out of school suspension</li> <li>● expulsion</li> </ul>
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### Offenses

All possible misconduct could not be possibly listed. Below are some offenses but not a complete list.

- assault or battery of a school employee
- bullying
- bus misconduct
- cafeteria disturbance
- cheating/plagiarism
- chronic violations of school rules
- disrespect
- distribution of unauthorized material

- disturbance of classroom
- disruption of school by setting off fire alarms
- endangering the safety of self and others
- fighting/physical aggression
- flagrant disregard of school rules
- forgery
- gross misconduct
- harassment / intimidation
- insubordination
- leaving school without permission
- possession of pagers, cell phones, radio / CD players, and video games
- possession of drugs, drug paraphernalia, alcohol (including look-alikes)
- possession of tobacco and smoking paraphernalia (matches, lighters, etc.)
- possession of weapons (including look-alikes) (guns, knives, chains, etc.)
- profanity/verbal abuse
- refusal to accept teacher discipline
- sexual harassment
- tardy to class or school
- theft
- truancy
- use of racial, ethnic, religious degrading slurs
- vandalism/destruction of school property
- violation of attendance policy
- violation of computer and technology guidelines
- violation of dress code

## **Transportation & School Buses**

The Lakeview Schools provide bus transportation for all kindergarten through third grade students. Students will be dismissed from their bus at 8:45 a.m. to go into the building. Bus arrival at an individual's home will vary and depend on road and weather conditions as well as distance from school. Drivers will be as consistent as possible. Students should be ready and waiting at their bus stop five minutes before the usual pick up time. If problems occur on the bus, please call the Transportation Supervisor at (330) 637-8746.

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.

The following behaviors are expected to ensure student safety:

1. Pupils shall arrive at the bus stop 5 minutes before the bus is scheduled to arrive. (State Statute)
2. Students shall cross the road only when instructed to do so by the driver
3. Students shall look both ways before crossing the road.

4. Pupils shall go directly to an available or assigned seat and remain seated at all times to avoid accidents.
5. Noise should be kept at a minimum so the driver can hear to handle emergency situations. Students will be completely quiet as the bus approaches and crosses a railroad.
6. No tobacco alcohol or flammable materials are permitted on the bus
7. No eating or drinking while on the bus. All water bottles and food must be kept in backpack.
8. No vandalism or tampering with bus equipment.
9. No fighting, pushing or shoving.
10. Keep head, hands and feet inside the bus at all times.
11. No electronic equipment is permitted on the school bus or at school.

Failure to follow bus rules and regulations will result in losing bus privileges for periods ranging from 1 day to the remainder of the school year. This is an addition to any normal disciplinary actions taken for a specific violation of the student discipline code being committed while a student is riding on a bus.

Discipline Guidelines (Seriousness of Offense Determines Consequence)

1st Offense	-	Referred to principal / parent contact
2nd Offense	-	Referred to principal / possible detention, parent contact
3rd Offense	-	Bus suspension 1-3 days (severe offenses start here)
4th Offense	-	Bus suspension 3-5 days
5th Offense	-	Bus suspension 5- 10 days
6th Offense	-	Loss of bus privileges for the remainder of the school year

## **Elementary Computer Usage Policy**

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

The Internet is a global network that will provide the district’s children with access to a wide

range of information resources from many locations throughout the world as well as having the ability to communicate with experts or other students from around the world or participate in electronic field trips. Use of the Internet for educational projects will assist in preparing our children for success in the 21st century.

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

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

We believe that in the hands of good teachers, the Internet can provide new, unique, and exciting opportunities for your child to explore the world around them.