ELEMENTARY STUDENT HANDBOOK 2016-2017

Dear Lakota Parent:

The Lakota Local District welcomes your child to school. Here, you will find an exceptional staff willing to listen, and you can count on quality instruction. We are committed to finding out exactly where your child is as a learner and to help them grow throughout the year. Lakota works hard to ensure a safe school environment where each student is comfortable and secure. We also value strong relationships between parents and teachers and encourage you to become involved in your child's daily work, events and activities. Inside the Elementary Student Handbook is information that will help your child have a successful year. We are here to help guide students so that they exercise their best behavior. Positive interactions with teachers and other students make for a successful learning environment.

If you wish to discuss any issue with us, please do not hesitate to call so we can be of assistance. Should you need to reference other information about Lakota, please visit Lakota's website at www.lakotaonline.com.

We look forward to serving your child.

Warmest Regards,

Karen Mantia, EdD

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Dan Hudson		**Lynda Theiler (K-6) & Andrea Longworth (7-12)**
Director, Data & Assessment		Executive Directors, Special Services

LAKOTA SCHOOLS AND OFFICES

LAKOTA CENTRAL OFFICE 5572 Princeton Road Liberty Township, OH 45011 513-874-5505	**HERITAGE ELEMENTARY** 5052 Hamilton-Mason Road Liberty Township, OH 45011-9199 513-863-7060 Principal: Missy Alexander	**LIBERTY JUNIOR SCHOOL** 7055 Dutchland Parkway Liberty Township, OH 45044-9720 513-777-4420 Principal: Eric Bauman
CREEKSIDE EARLY CHILDHOOD SCHOOL 5070 Tylersville Road West Chester, OH 45069-1012 513-874-0175 Principal: Linda Pavlinac	**HOPEWELL ELEMENTARY** 8300 Cox Road West Chester, OH 45069-2798 513-777-6128 Principal: Christina French	**LAKOTA EAST FRESHMAN CAMPUS** 7630 Bethany Road Liberty Township, OH 45044 513-588-7700 Associate Principal: Jennifer Ulland
LIBERTY EARLY CHILDHOOD SCHOOL 6040 Princeton Road Liberty Township, OH 45011 513-777-6194 Principal: Carrie Montgomery	**INDEPENDENCE ELEMENTARY** 7480 Princeton Road Liberty Township, OH 45044-9619 513-755-8300 Principal: Dr. Greg Finke	**LAKOTA EAST MAIN CAMPUS** 6840 Lakota Lane Liberty Township, OH 45044-9578 513-755-7211 Principal: Suzanna Davis
SHAWNEE EARLY CHILDHOOD SCHOOL 9394 Sterling Drive Cincinnati, OH 45241-5107 513-779-3014 Principal: Theresa Brock	**UNION ELEMENTARY** 7670 LeSourdsville-West Chester Rd. West Chester, OH 45069 513-777-2201 Principal: Ben Brown	**LAKOTA WEST FRESHMAN CAMPUS** 5050 Tylersville Road West Chester, OH 45069-1093 513-874-8390 Associate Principal: Jason Jackson
WYANDOT EARLY CHILDHOOD SCHOOL 7667 Summerlin Blvd. Liberty Township, OH 45044 513-759-8100 Principal: Mary Brophy	**VANGORDEN ELEMENTARY** 6475 LeSourdsville-West Chester Rd. Liberty Township, OH 45011 513-644-1150 Principal: Gail Allshouse	**LAKOTA WEST MAIN CAMPUS** 8940 Union Centre Boulevard West Chester, OH 45069-2948 513-874-5699 Principal: Elgin Card
ADENA ELEMENTARY 9316 Minuteman Way West Chester, OH 45069-4130 513-777-0100 Principal: Jodi Leichman	**WOODLAND ELEMENTARY** 6923 Dutchland Parkway Liberty Township, OH 45044-9740 513-779-7775 Principal: Valerie Montgomery	**LAKOTA ENROLLMENT CENTER** 8735 Cincinnati-Dayton Road West Chester, OH 45069 513-682-4120 Manager: Pam Zeigler
CHEROKEE ELEMENTARY 5345 Kyles Station Road Liberty Township, OH 45011-8400 513-755-8200 Principal: Paulette Grady	**HOPEWELL JUNIOR SCHOOL** 8200 Cox Road West Chester, OH 45069-3798 513-777-2258 Principal: Jeff Rouff	**OPTIONS ACADEMY – WOKINI** 5030 Tylersville Road West Chester, OH 45069-3714 513-874-7660 Principal: Patrick Cifuentes
ENDEAVOR ELEMENTARY 4400 Smith Road West Chester, OH 45069-2061 513-759-8300 Principal: Joanna Sears	**LAKOTA PLAINS JUNIOR SCHOOL** 5500 Princeton Road Liberty Township, OH 45011-9726 513-644-1130 Principal: Kim Wade	**LAKOTA SERVICE CENTER** 6947 Yankee Road Liberty Township, OH 45044-9719 513-755-5825 Child Nutrition: 513-644-1163
FREEDOM ELEMENTARY 6035 Beckett Ridge Boulevard West Chester, OH 45069-6498 513-777-9787 Principal: Lance Green	**LAKOTA RIDGE JUNIOR SCHOOL** 6199 Beckett Ridge Boulevard West Chester, OH 45069-6499 513-777-0552 Principal: Andre Gendreau	**PETERMANN TRANSPORTATION** 6947 Yankee Road Liberty Township, OH 45044-9719 513-755-5821 Manager: Sue Prewitt

INSIDE THIS HANDBOOK

Student Performance
Grading, District-Wide Testing, Homework, Student Support Teams, Child Identification Requirement, Special Services, Parent Mentor, Gifted Education, Internet Use, Grade & Class Assignment

School & Home Communications
Notes, Parent-Teacher Conferences, Questions or Concerns, Parent Access to Records, Custody Records, Confidentiality, Lakota Online

Health & Safety
School Visitors, School Breakfast and Lunches, Outside Play, Safety Drills, Suspected Child Abuse, Clinic Assistance, Student Illness, Emergency Notification forms, Medical Emergencies, Medication Procedure

Transportation & Dismissal
Parent Responsibility, Student Safety, Misbehavior on the Bus, Permission to Change Buses or Stops, Student Pick-Up, Cancellation of School, Make-Up of Snow/Calamity days

Student Responsibility
Care of School Property, Lost books, Student Code of Conduct and Due Process for Student Suspension and Expulsion, Reasonable Search & Seizure, Nondiscrimination in School Activities.

Common Illnesses & Guidelines
Description of common illness and when to keep a child home from school

It is the policy of the Lakota Local School District that educational activities, employment, programs, and services are offered without regard to race, color, national origin, sex, religion disability, or age. In addition, the District makes an effort to write curricula and select support materials that are not racially, culturally, or gender biased.

ADMISSIONS AND ATTENDANCE

Questions can be answered by contacting Lakota Enrollment Center at 513-682-4120.

Transfers within District (BP 5113.01)
The District has adopted an Intra-District open enrollment policy which will, in certain circumstances, allow residents to send their children to Lakota schools located outside their normally assigned attendance zone. Applications are submitted to the school of choice in the spring, with parents notified of building assignments by the last business day of May. Parents should consult the District's specific guidelines and application procedures (refer to Board Policy number 5113.01). Students residing within a specific attendance zone are always given first consideration for attending that school. Students receiving special education services are required to attend a school within the District where services specified in their IEPs are available.

Intra-District transfers are approved only when they do not interfere with class size, reasonable building capacity, or program balance. Once assigned, students will remain in the school of choice for the full school year. After that, parents may request a transfer to a different school. Transportation is the responsibility of the parent.

School Fees
Paying school fees in a timely manner is important to the smooth operation of the school. Beginning the fourth quarter or third trimester (ECS only) of the school year, report cards will be withheld for unpaid school fees. NOTE – At the secondary level, a student cannot fully participate in graduation if there are past unpaid fees.

Attendance
Regular attendance by all students of the Lakota Local School District is very important. Students who have irregular attendance tend to have poor academic success. For this reason, it is important that parents and students make every effort possible to make appointments and conduct personal business outside of school hours. Situations may arise that cause a student to miss part or all of the school day. A student is considered EXCUSED for the following reasons:

1. Personal illness
2. Illness in the family
3. Death of a relative
4. Quarantine of the home
5. Religious reasons
6. Emergency reasons that must be considered to have good and sufficient cause for the absence. (Court appearance, etc.)

A student is considered truant if he or she is absent or tardy from school without a legitimate excuse. UNEXCUSED absences include but are not limited to the following:

1. Missed bus
2. Overslept
3. No parent note or excuse offered

The State of Ohio has passed legislation regarding school attendance (Senate Bill 181). Since the Lakota Local School District is held accountable by law for attendance of all students, guidelines have been developed for all grade levels. The guidelines are designed to meet state law and Lakota Board Policy, and provide a K-12 comprehensive attendance plan for students and parents (Refer to Board Policy 5200 – Attendance).

For elementary students, the guidelines state the following:

1. Schools must be notified by parent or guardian of any absences (see "Reporting Student Absence").
2. Parents will be contacted by phone or letter if absences become excessive.
3. After five (5) consecutive absences, seven (7) or more absences in one (1) month, or twelve (12) or more absences in one (1) school year, the school may require a physician's documentation to excuse further absences.

Statement of Partnership – We realize that the majority of our students never have a problem with truancy. We value our partnership with you in providing an excellent educational experience for your child. Please know that we will work with you to continue that partnership.

Senate Bill 181

A student with five or more unexcused absences on consecutive school days or seven or more unexcused absences in one school month, or 12 or more unexcused absences in one school year, may be considered "habitual" truant, under Section 3321.191 of the Ohio Revised Code.

A student with seven or more unexcused absences on consecutive school days or 10 or more unexcused absences in one school month, or 15 or more unexcused absences in one school year, may be considered a "chronic" truant, under Section 3321.191 of the Ohio Revised Code.

In the case of either "habitual" or "chronic" truants, the Lakota Local School District Board of Education may:

- *assign the student to an alternative school*
- *require the student to participate in a truancy prevention program*
- *require the parent, guardian or other persons having care of the student to attend a parental involvement program under Section 3313.472 or 3312.63 of the Ohio Revised Code*
- *require the parent, guardian, or other persons having care of the student to attend a truancy prevention mediation program*

- *notify the Registrar of Motor Vehicles of a habitual truant under Section 3321.13 of the Ohio Revised Code*
- *Take legal action under Section 2919.222, 3321.20 or 3321.38 of the Ohio Revised Code*

Students who are "habitual" or "chronic" truants may receive a citation to the appropriate court. The student's parent(s) may also receive a citation to the appropriate court.

Reporting Student Absence
The Missing Child Act requires schools to contact parents of all students who are absent from school each day. To avoid a telephone call and additional work for the school office, *parents are asked to phone the school attendance line any time before 9:00 a.m. when their child is absent. If the school office is closed, please leave a message.* This will help the school reduce the possibility of a child missing from school without the parents' knowledge. If the parent/guardian has not called, students must present a note on their return stating date of the absence, reason for the absence, and signature and telephone number of the parent or guardian.

Tardy/Absence
Students are considered tardy if they miss up to 4.5 hours (or 1.75 hours for half-day kindergarten) of class during any given school day. This rule also applies for children picked up prior to the end of the school day. Any absence of more than 4.5 hours (or 1.75 hours for half-day kindergarten) is considered a full-day absence. Students who arrive at school after the start of the school day must report to the office for an admissions slip.

Vacations during the Year
Parents are strongly encouraged not to schedule vacation during school days in order to avoid disruptions to the educational process. Parents are asked to advise the school of their plans and to inquire about related deadlines for make-up work. Be aware that teachers are not required to make long-range assignments for vacationing students. Also, students may take tests missed during their absence from school at the convenience of the teacher.

Withdrawal from School
When students are withdrawn from school, parents should notify the school office several days in advance. Students' records will not be released without parental consent. All fees must be paid and all books and materials returned upon withdrawal from school.

Student Performance

Grading
Report cards are available online through Home Access Center (HAC) via a parent account quarterly in grades 2-6 and on a trimester basis in grades K-1. Buildings will provide information to parents about how to access HAC and set up an initial account that will remain

the same for the entire time the student attends Lakota. Interim progress is reported via the HAC account for grades 3-6. Grades K-2 do not provide interim reports but teachers and parents are expected to have on-going communication about student progress throughout the year.

Kindergarten, 1st and 2nd Grade

The scale below is used for the content areas of reading, writing, math, science and social studies:

3: Student has met end of the year standard
2: Student is on course to meet end of year standard
1: Student is making limited progress toward meeting end of year standard. (1st – 3rd Quarters or 1st & 2nd Trimesters only) Student did not meet end of year standard (4th Quarter only or 3rd Trimester only)

Learning and social skills attainment is measured at this level using the following scale:
+ Student displays this behavior/skill most of the time
- Student needs improvement in this area

Grades 3-6

The following grading scale applies to grades 3-6:

A+ (97 – 100%)	A (93 – 96%)
A- (90 – 92%)	B+ (87 – 89%)
B (83 – 86%)	B- (80 – 82%)
C+ (77 – 79%)	C (73 – 76%)
C- (70 – 72%)	D+ (67 – 69%)
D (63 – 66%)	D- (60 – 62%)

The scale below is used for the responsibility for learning and responsibility for behavior section:

1 = Consistently **2 = Sometimes** **3 = Seldom**

District-Wide Testing

Students identified as English language learners will participate in the Ohio English Language Proficiency Assessment (OELPA) in the late winter/early spring each year. This ODE required assessment is used to measure students' yearly progress in listening, speaking, reading, and writing.

Several state tests will be administered online to students in grades 3-6. In grades 3-6, all students will take a reading and math state test that measures their proficiency with standards in that grade level. Students in 4th and 6th grade will also take a state test in Social Studies and fifth grade students take a state level test in science.

Students in grades K-6 will participate in online benchmark assessments up to three times a year. Measures of Academic Progress Assessment, or MAP is used to inform classroom instruction and help identify students in need of intervention or enrichment. Students in K-6 take a math and reading test through MAP.

Students in grades 2 & 5 will also participate in the Terra Nova and InView. These assessments are used, in part, to help identify students ready for advanced learning opportunities and/or gifted services.
Parents will be notified of any changes in the testing schedules.

Homework
Class assignments, whether for completion in school or at home, are critical to student learning. The length of homework varies among grade levels. Check with the classroom teacher for the amount of time your child should be doing homework. Students who are absent will generally be given make-up work after they return to school. In the case of an extended absence, parents may contact the classroom teacher regarding exceptions to this policy.

Student Support Teams
Student Support Teams (SST) are organized at every elementary to help meet the needs of individual students when concerns surface about classroom performance. Prior to an SST meeting, the teacher will first try different classroom interventions in order to try to meet student needs.

The Student Support Team (SST) may include, but is not limited to, the assistant principal, parent, classroom teacher, other intervention teachers, and the school psychologist. Parents will be notified of meetings but are not required to attend in order for a meeting to occur.

Through discussion, team members generate ideas for working with the student that have not yet been tried as a means of improving classroom performance. Educational decisions are made in team consultation with teachers implementing ideas as a way to meet the individual needs of the student.

Child Identification Requirement
Lakota participates in an ongoing effort to identify, locate, and evaluate all children (birth through 21) residing in the district who have a disability, regardless of the severity of the disability, and who are in need of special education and related services.

Section 504 of the Rehabilitation Act of 1973 requires the district to identify each child who has a disability, i.e. a mental or physical impairment which substantially limits a major life activity, such as learning. The District is required to offer an evaluation for any child who, because of disability, needs, or whom the District believes to need, regular or special education and related aids and services. Some children with disabilities receive medical treatment or other mitigating measures that make it difficult for the District to identify them as having disabilities. Just

because a child's disability is being treated effectively does not disqualify that child from Section 504 coverage. Does your child have a disability, whether it is being treated or not, that substantially limits a major life activity?
If you suspect your child has a disability or if you have questions about special education for children with disabilities, please contact your school or call special services at 644-1212.

Special Services
Lakota believes that all students should be included in regular classroom settings whenever possible. Lakota provides services to assure an appropriate education for all students. For more information, contact the department of Special services at 513-644-1212, option 6.

Parent Mentor
The Parent Mentor is employed to help school districts and families by providing training, support, and information services. The Parent Mentor is available to help guide parents through the special education process, including rights and responsibilities. Contact Terri Doerr, Parent Mentor, at 513-644-1212 ext. 22083.

Gifted Education
Lakota complies with Ohio rules regarding gifted education and the identification of students. For more information about gifted services for students and other opportunities please visit our website (www.lakotaonline.com/gifted) or call Gifted Services at 513-644-1186.

Internet Use
The internet is sometimes used in controlled classroom settings with teacher supervision. Students may only use the internet with parental permission and parental agreement that students follow the Acceptable Use Policy (AUP). The AUP form from the prior year will rollover unless a change has been made to Board Policy. New students will receive an AUP form during the first few days of school.

Grade & Class Assignment
According to board policy, principals are responsible for assigning students to grade levels and specific classrooms. School personnel give much thought to the best placement for each pupil. Many factors are taken into consideration and assignments are based on individual needs as well as the needs of other children.
Some of the criteria used for class assignments include learning styles, ability and performance, social and emotional development, special needs, and personalities of pupils and teachers. With the numerous factors involved, parental requests for specific teachers are not possible. Parents with concerns regarding placement should contact the principal as early as possible.

SCHOOL & HOME COMMUNICATIONS

Notes from parents or guardians are required for:

- Any absence (for a one-day illness, a phone call to the school office is sufficient)
- Participation in after-school functions, e.g. scouts, intramurals
- Medical appointments during school hours
- Any changes to typical transportation plan
- Students going on school-sponsored field trips

Parent-Teacher Conferences

Close communication between parents and teachers is encouraged. Conferences create better understanding between home and school, aid in reporting student progress, and help to meet the individual needs of each child. Refer to your school's calendar for scheduled conference nights in the fall and spring.

Questions or Concerns

Feel free to contact building staff any time you have a question about school. If classroom matters are involved, consider your child's teacher your first and best resource. Principals, assistant principals, and school counselors are also available to listen and share information with you, should concerns arise during the year. If you have questions about the district, contact the Media & Community Relations office, 513-874-5505.

Parent Access to Records

All Lakota elementary schools are in compliance with state and federal laws regarding maintenance of student records. Unless stated otherwise by custody orders, both custodial and non-custodial parents have the right to inspect and review their child's school records upon request to the principal. The District's complete Student Records Release Policy is on file and available for examination by appointment at the office of any school building.

Custody Records

When any court has ruled on child custody, Ohio law requires parents to provide copies of the most recent custody orders to the school. Changes in address, phone numbers, or emergency numbers should be reported immediately. All address changes and custody paperwork should be provided to the Lakota Enrollment Center.

Confidentiality

Ohio law strictly limits the disclosure of personally identifiable information about pupils in the public schools. An exception is made in the case of directory information, which may be released without prior written consent unless the recipient is engaged in a profit-making activity or unless the parent has informed the school that any or all such directory information may be released only with his/her prior written consent.

“Directory information” is defined as the pupil’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sport, weight and height of members of athletic teams, date of graduation, and awards received.

Also, in accordance with Board Policy 8330, records and reports will be furnished upon request of any authorized institution or agency for graduate or transfer students. However, before such report card, grades, or reports are released, the student must make sure all dues, fines, fees or other financial obligations to the school have been paid or arrangements have been made with the building principal for payment or adjustment or other means of disposal as approved by the principal.

Lakota Online
Information about each school and the district is available through Lakota Online (www.lakotaonline.com), the district web site.

HEALTH & SAFETY

School Visitors
The Lakota Board of Education Welcomes and encourages visits to the school by parents and other adult residents of the district.

If special arrangements due to disability are necessary, please contact the building principal for assistance. In accordance with the Americans with Disabilities Act, the district will make reasonable accommodations so persons with disabilities may access Lakota schools and school events.

The Board also has an obligation to ensure that school visits are not disruptive to the educational process and student achievement. It is necessary to regulate school visits as follows:

- Pursuant to Section 3313.20 of the Ohio revised Code, all visitors to the building are required to be cleared through the principal’s office before contacting any student or staff member. Depending on the nature of the business to be conducted at school, visitors are required to sign in and /or out as determined by the principal. All visitors must wear an identification tag.
- Persons wishing to visit a class in session need to make arrangements in advance with the school principal. The principal will share the building guidelines for visitors when requested.
- The superintendent and/or the building principal has the authority to prevent entry into the school or to remove any person when there is sufficient and good reason to believe the presence of that person is not conducive to the preservation of the peace or the orderly operation of the school.

School Breakfast and Lunch

The Menu

Menus will be available monthly on the Child Nutrition website. The menu can be found on Lakota's website a month in advance. Simply go to: www.lakotaonline.com/childnutrition

Paying for Lunch

The Child Nutrition Department offers several options for depositing money into your child's account:

1. EZ Pay
2. Send cash with your child
3. Send a check with your child

Types of accounts

There is only one account for meal and a la carte purchases. Parents may opt out of allowing their child to purchase a la carte foods by going to: Lakotaonline.com → Departments → Child Nutrition → I want to. . Restrict My Child's A La Carte Options

Using EZ pay

Go to Lakotaonline.com → Departments → Child Nutrition Department → How do I . . . Pay online using EZPay

1. Click on EZPAY. Set up a user profile including your child's student ID number and their last name.
2. Complete the meal account payment process using one of the following major credit cards: Visa, MasterCard, Discover or American Express.
3. Print out your payment statement.

The payment will be posted on your child's meal account at 5:00 am and every hour from 8:00 am through 10:00 am (on school days). You will be able to view the posting the following day. You will also be able to view a two-week history of your child's purchases.
This is a secure private website.

Lunch Charges

Students who forget lunch money will be able to charge meals up to $12.00 for K-6 students and $13.00 for 7-12 students. Once a student reaches this amount in charges, he/she will be given an alternative meal consisting of a peanut butter and jelly sandwich, fruit, and milk until the outstanding charges are paid. Those students allergic to peanuts will receive an alternative sandwich.
During this time a la carte options will not be able to be purchased until the charges are paid.

Free and Reduced Price Meals
You may apply for free or reduced price meals at any time during the year. The Meal Application is available to be completed online at: www.LunchApplication.com
Each application will be processed within 24 hours and have the notification letter sent via US Mail the same day. **Note: Families must apply every academic year in order to receive benefits**.

Foods Brought into School
The Lakota Local School District is committed to ensuring that all aspects of food and nutrition within the District promote the health and well-being of pupils, staff and visitors. As part of our commitment, it is our responsibility to help students develop skills to encourage healthful eating habits.

The Lakota Local School District does not regulate what you as a parent or guardian pack for your own student for lunch or what you may bring into the cafeteria for your own child. We cannot allow you to bring in food or beverages for other students. If you do bring in outside food from a restaurant or food from home, you may only bring enough for your child. In some circumstances, schools may ask you to eat with your student in a conference room or at another table. We ask that you respect this procedure.

As part of our commitment, we also encourage parents to provide children with healthful foods and beverages. The central message we would like our students to remember is that it is important to make nutritionally sound food choices but all foods are acceptable in moderation.

Although there are no foods which are restricted, we ask that you keep the following in mind:

1. Due to food allergies and parents' expectations that their son/daughter consumes items mutually agreed upon, **foods or beverages should not be shared with other students at the table or friends at other tables.**
2. Lakota Local School District's Child Nutrition Department is part of the National School Breakfast and Lunch Program and follows the laws and nutritional standards set forth by the Ohio Department of Education as well as the United States Department of Agriculture. Healthful food and drinks are promoted, and children are encouraged to eat balanced meals.
3. In recent years, both states and schools alike have been moving toward stricter regulations for food available to students in order to protect children with food allergies. Research shows that allergies can negatively impact student achievement by affecting factors such as concentration and attendance. In addition, allergies can be potentially deadly for some individuals.

   The school environment encourages students to choose healthful foods and to encourage healthful eating habits. Please help us reinforce those positive behaviors.

Outside Play
All students will participate in outside play during the school year, weather permitting. In cold weather, please dress children appropriately (coats, hats, gloves). If a child returns to school after an accident or illness and is not permitted outside, please send a note to the teacher so that other arrangements can be made.

Safety Drills
All students and staff practice building evacuation procedures and how to take cover should fire, tornados, or school safety incidents occur. Fire drills are monthly while tornado drills are scheduled only during tornado season. A district-wide safety plan was adopted in 1991 to guide schools in case of these or other such emergencies; each school also has a safety plan which is tested regularly.

Suspected Child Abuse
According to Ohio law, persons whose duties bring them into contact with children are expressly required to immediately report instances of suspected child abuse or neglect. This includes teachers, school employees, and school administrators. Failure to report is a fourth degree misdemeanor.

Clinic Assistance
When students become ill or injured at school, they will report to the clinic for assessment by the nurse. Feel free to call or stop by with questions as they arise.

Student Illness
It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of such an absence is often important not only to decrease the spread of disease, but also to prevent the sick child from acquiring other illnesses while his/her resistance is lowered. For details see the page regarding common illnesses and guidelines recommended by nurses.

Emergency Notification forms
All parents or guardians are required by Ohio law to have an emergency notification form completed and on file for each child enrolled. The Emergency Medical Authorization is sent home at the beginning of each school year. Parents or guardians are responsible for keeping the office informed of changes in telephone numbers and other pertinent information; any change should be reported as soon as possible to the school office.

Medical Emergencies
As stated above, the school must have on file emergency telephone numbers and where the parent or guardian can be reached during the school day. Any child who becomes ill or injured at school is seen by the nurse or designated personnel. Emergency care that can be legally given will be administered, and the parent or guardian will be notified as soon as possible.

Medication Procedure

Providing medication to a student is the responsibility of the parent or guardian and should not be assumed by the school. Whenever possible, it is preferred that students not be expected to take medication during school hours. If it is absolutely necessary that medication be administered during school hours, the following procedures will be followed:

- Written permission for dispensing medication applies to prescription medications and over-the-counter medications such as Tylenol or Advil. The administration of any medication without the order of a physician and the permission of the parent or guardian is interpreted as practicing medicine and is prohibited by medical law.

- The School Medication Permit must be completed by the parent or guardian and the physician. This form provides parent or guardian permission, medical information, and the physician order required by Ohio law. A separate form is required for each medication. New forms must be submitted each school year as well as for each change in medication or dosage. No medication shall be administered unless this permission, information, and order are provided.

- The student is responsible for reporting on time for medication(s).

- Students are not permitted to carry medication *to, from, or during school*. Consequently, the parent or guardian is advised to deliver medication directly to the nurse. School personnel are not responsible for medication prior to delivery of them.

- All medication must be delivered in the original container properly labeled with directions for administering. The student's name must be clearly visible on the container. The parent or guardian must supply the school with the exact dosage. Parents or guardians are responsible for being aware of the quantity of medication supplied to the school and when additional medication may be needed.

- The nurse or designee will administer the medication in accordance with the physician's instruction. *Students may not carry or administer their own medications* with the exception of an inhaler, an EpiPen, and diabetic supplies.

- When a medication has been discontinued, any remaining medication must be picked up by the parent or guardian within one week after discontinuation or it will be disposed of by the nurse.

Screenings

The Ohio Department of Health requires hearing and vision screenings for kindergarten, first, third, and fifth grade students. Referrals will be sent home if the student does not pass one or more of these required screenings.

TRANSPORTATION AND DISMISSAL

Parent Responsibility
Transporting children is a shared responsibility between home and school. The district is responsible for children once they board the bus, while families are responsible for the safety and supervision of their children to and from the designated bus stop as well as while they're waiting for school transportation.
The bus stop is usually at a nearby cross-street or corner. For safety reasons, Lakota buses do not enter cul-de-sacs or dead-end streets unless students live more than ½ mile away from the nearest through street or must have door-to-door transportation due to a physical need.

The District also asks that parents reinforce with their children the importance of obeying the bus rules listed below. Such rules ensure the safety and welfare of all young riders. If a child repeatedly violates these rules – thus jeopardizing everyone's safety – the student may ultimately be denied the privilege of riding the bus.
If you have a problem or concern related to the bus, you are encouraged to write the driver a note or to phone 513-755-5821 to leave a call-back message at the bus garage. Try not to interrupt the bus schedule by talking directly with the driver while he or she is on the route. In some cases, building administrators may also assist with transportation-related questions.

Student Safety
School bus drivers are responsible for maintaining bus discipline in order to promote safety according to all state and local rules and regulations. Pupils have a right to due process as provided by Board Policy 5600. Failure to abide by the following rules may result in disciplinary action including the suspension of transportation services.

1. Arrive at bus stop before the scheduled time; wait a safe distance from traffic, at least 20 steps from bus.
2. While waiting, respect other individuals, their possessions, and surrounding property.
3. If you must cross the street to board your bus, obey the driver's hand signal and walk at least 20 steps in front of bus. If several students disembark together, those who cross the street to go home should exit first. All students should move directly to their residence side of the street once they exit the bus.
4. All students must assemble and remain at the designated place of safety as designated by the driver until the bus pulls away.
5. Enter bus calmly, sit in assigned seat, face forward, and keep aisles clear. In some cases, youngsters will be assigned three to a seat.
6. Observe Lakota's Student Code of Conduct and obey driver promptly and respectfully.
7. Be silent at all railroad crossings.
8. Do not eat, drink or chew gum on the bus.
9. Carry only those objects – including musical instruments – on the bus which can be properly secured and held on a lap. Headphones, boom-boxes, balls, toys, etc. must be kept in book bags. All pets stay home! Drivers may confiscate anything carried on the bus.

10. Do not throw, pass or hang object on, from, or into the bus. Keep entire body within the bus.

Misbehavior on the Bus

If misbehavior occurs, discipline procedures will generally be based on the following guidelines:

- A student will be referred to the office with a write-up from the bus driver stating the misbehavior. Parents will be contacted explaining that an official warning has been given and that misbehavior could result in removal from the bus.
- If the student is written up by the bus driver for a second time, the student will meet with the principal or assistant principal. Parents may be asked to attend this meeting.
- If a student is referred a third time, severe disciplinary action may be taken, including suspension from riding the bus for a period of time. **Parents are responsible for transporting children to and from school when their bus privileges are suspended.**
- Dangerous acts on the bus may result in immediate suspension from the bus.

Permission to Change Buses or Stops

Pupils may only ride their assigned bus. Exceptions can be made in emergency situations; in those cases, parents must call the school, as notes will not be accepted.

Having multiple bus stops or varied schedules creates the chance that a child may accidentally get on the wrong bus or off at the wrong stop; however, we realize that child care arrangements or work schedules may require more than one bus stop on different days of the week.

Families may designate up to two bus stops to accommodate child care arrangements. Multiple bus stops and any changes or exceptions must be approved by the building principal.

Student Pick-Up

In order to protect the children entrusted to school personnel **during school hours**, the following procedure has been developed for those times when a child must be picked up before the end of the school day:

- Notify the school in writing and indicate the reason, date, time, and who will come to pick up the child.
- The person picking up the child must report to the school office, ask for the child, and fill out the visitor's register with the necessary information.
- The child will be called to the office by a staff member. Students will not be released at the classroom door.
- When the person picking up the child is unknown to office staff, that person will be asked to prove identity by displaying a driver's license or other photo identification.

Cancellation of School

Occasionally, it is necessary to cancel school due to either inclement weather or an unforeseen emergency in the schools. On questionable weather days, Lakota decision-makers begin looking at weather and conferencing with local law enforcement, other neighboring school

districts and the County Engineer's Office to determine if a closure or delay is necessary. Lakota's first priority is the safety of our students and staff.
Lakota will either call a one-hour delay, a two-hour delay with no AM kindergarten and preschool, or a closure. Announcements regarding the early dismissal of school due to bad weather are rare due to the busing schedule: however, if one is made, calls as well as posting to the web and media will occur.
If a delay or closure is necessary, please look for information in the following locations:
--On Lakotaonline.com
--On local television and radio stations
--By receiving a courtesy AutoCall from Lakota. (You must sign up for AutoCall, and while this system is convenient, due to the large volume of calls going out to our community, it can take up to two hours for the entire list to be called.) Lakota makes separate AutoCalls for closures or delays; the earlier call goes to secondary students and the later call goes to elementary students.

Make-Up of Snow/Calamity Days
The Ohio Department of Education requires 455 hours of instruction for students in half-day kindergarten and 910 hours of instruction for students in full-day kindergarten through Grade 6 each school year. If there are enough calamity days in one school year to drop below the hours required, Lakota would be required to make those hours up during the school year. Please refer to the approved and published calendar for the school year in question for possible calamity make-up days. These days are designated with a question mark on the school calendar.

STUDENT RESPONSIBILITY

Care of School Property
If school property is misused or damaged, the student responsible must compensate the school for damage. The acts of students who damage property will be reported to their parents.

Lost Books
If a textbook is lost, replacement cost will be the student's responsibility. A text in its first year of use will be replaced at 100% of cost. A second-year text will be replaced at 75% of cost. Older texts will be valued at half-cost.

Student Code of Conduct and Due Process for Student Suspension and Expulsion
Code of Conduct
Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board will not tolerate violent, disruptive or inappropriate behavior by its students. Such behavior is punishable and will result in disciplinary action which may include suspension, exclusion or other forms of discipline.

This code of regulations applies while a student is in the care, custody or control of the school, on school grounds or close thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt or disrupt the educational processes of the Lakota Local Schools.

Students and parents shall be provided annually (at the beginning of the school year or upon entering the District) written information on the rules and regulations to which students are subject while in school and while participating in any school-related activity or event. The information provided shall include the types of misconduct for which a student is subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable.

If a student violates the code of conduct, school personnel, students or parents should report the student to the appropriate principal or assistant principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

When misconduct occurs, each student will be given due process in accordance with the Ohio Revised Code and as adopted by the Board.

The teacher is the key figure in school discipline. He or she is expected to make every effort to personally handle the usual problems of maintaining classroom discipline. When a disciplinary problem becomes acute enough to involve the school administrator, then the teacher should seek his/her assistance. Under these circumstances both the teacher and the administrator are expected to give the student his/her due process rights.

Levels of Offenses

Acts of misconduct are categorized into the following four levels of offenses:

Level I: Violation of general classroom, bus or school rules – Level I consists of minor offenses that generally occur in the classroom, on the bus or on school premises and can be corrected by the teacher, bus driver or school administrator.

Level II: Conduct requiring administrative intervention – Level II consists of offenses that are more serious in nature or persistent or serious Level I misconduct.

Level III: Suspension and/or removal to a disciplinary alternative placement program (APP) Level III consists of offenses that significantly disrupt the educational process, school environment, and/or school-related activities, including bus transportation, or persistent or serious Level I or II misconduct.

Level IV: Expulsion and/or removal to a disciplinary alternative placement program (APP) – Level IV consists of serious offenses which include willful or malicious acts that have the effect of materially and substantially disrupting the educational environment in the school, on the school bus or at school activities or Level I, II, or III infractions depending on the severity or persistence of the act.

Level I Offenses

Rule 1 - Dress Code

The Board believes that student dress should enhance a positive image of students and the District. The standards of dress and grooming outlined are necessary to promote discipline, maintain order, secure student safety, and provide a healthy environment that is conducive to learning.

When a student is at school, participating in school activities or at school-sponsored events, his/her dress and grooming must not:

A. Present a health or safety hazard to the student or to others in the school or attending the school-sponsored activity;
B. Materially interfere with school work, create disorder, or disrupt the educational environment;
C. Cause excessive damage or wear-and-tear to school property; and/or
D. Keep the student from participating safely in his/her own education.

To facilitate a consistent pattern of application of the student dress code, the following standards shall be applied:

- Shirts and tops must cover all undergarments and have high enough necklines to cover all cleavage. Strapless, crop, and see-through tops are not acceptable.
- Lower garments should not drag on the floor or allow undergarments to be exposed when the student sits, stands, raises his/her hand, or bends over. Form-fitting lower garments must be worn under a shirt, skirt or dress that extends to the thighs.
- No skin should be visible between a student's top and bottom garment when the student sits, stands, raises his/her hand or bends over.
- Clothing or accessories that include obscene, violent, gang, tobacco, drug or alcohol related writing or images are not acceptable. Items of clothing that belittle others may not be worn (i.e., race, religion, gender, etc).
- Coats and jackets meant for outdoor wear, book bags and oversized bags must be kept in the school locker or other designated area during the school day.
- Facial hair must be kept neat and clean.
- Head coverings and sunglasses should not be worn inside any building. Head coverings worn for religious reasons shall be permitted.
- Appropriate footwear must be worn to provide for safe and sanitary conditions.

Building administrators shall judge student dress and grooming in individual buildings. The building administrator may exclude (i.e. not admit to class or suspend) any student, when in his/her judgment, the student is not following appropriated dress and grooming standards.

Exceptions to these standards may be considered based on personal circumstance, cultural beliefs and to promote school spirit. Students who request an exception must have parental permission to do so and obtain written permission from the building administrator prior to deviating from the standards of dress. A parent conference may be requested by the building administrator.

Rule 2 - Tardiness

A student shall be prompt to school and to class according to the scheduled time.

Rule 3 - Student Drivers

In order to promote safety and enable the school to effectively supervise students immediately before and immediately after school hours, only students who secure a valid school parking permit are allowed to park on school property.

Rule 4 - Miscellaneous Offenses

Disciplinary problems such as not doing required homework, throwing objects in school, and other such offenses are prohibited and may result in disciplinary actions.

Level I Disciplinary Options

Disciplinary options or responses to Level I offenses as determined by the administrator may include, but is not limited to, one or more of the following:

- Verbal correction
- Teacher-student conference
- Student-counselor conference
- Teacher-parent conference
- Behavioral probation
- Detention (maintained by teacher before or after school or during recess)
- Parent shadowing
- Restriction of school bus privileges by the building administrator
- Other appropriate disciplinary action
- Serious or repeated violations may be treated as Level II, III or IV infractions

Level II Offenses

Rule 5 - Skipping Detention

A student assigned to detention shall report on the assigned day and at the assigned time.

Rule 6 – Forgery

A student shall not change a grade or place the name of a parent, guardian, teacher or other individual as representative of that individual's signature on a school document or on an official document for school purposes.

Rule 7 - Use of Tobacco/Alternative Nicotine Products

A student shall not use or possess tobacco or any tobacco products such as cigarettes, cigars, dip, chewing tobacco, etc. A student shall not use or possess any alternative nicotine products, such as electronic cigarettes, vapor cigarettes, etc. A student shall also not possess or use tobacco paraphernalia, including, but not limited to, water pipes, hookahs, lighters, pipes, etc.

Rule 8 - Gambling

A student shall not participate in gambling.

Rule 9 - Stealing

A student shall not steal or attempt to steal school property or private property of other students or school personnel.

Rule 10 – Insubordination

A student shall not repeatedly violate rules or fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, bus drivers, principals, or other authorized school personnel.

Students are required to follow the safety practices of their buildings. Failure to follow the appropriate safety practices (i.e. propping doors, permitting entrance through non-entrance doors, etc.) shall be considered insubordination.

Students are required to participate in all safety drills that are conducted within their building. Refusal to participate in the safety drill (fire, tornado, active shooter, etc.) shall be considered insubordination.

Rule 11 - Violation of Ohio Criminal, Traffic, or Juvenile Code

Commission by a student of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code, or the Ohio Juvenile Code on or off the school grounds, regardless if school related or not, that would, in the judgment of school officials, be a detriment to the ongoing educational processes and/or orderly administration of the school if the student were permitted to continue regular school attendance.

Rule 12- Violation of the Network Acceptable Use Policy

Students must have a signed Acceptable Use Agreement before gaining access to the District's computer network. Students shall abide by the District's Network Acceptable Use Policy and any school or classroom rules for network access.

Rule 13 – Personal Communication Devices

Students may possess and use personal communication devices (PCDs) on school property, school-provided transportation, or at school-sponsored activities only during approved times and for approved purposes. PCDs include, but are not limited to mobile/cell phones, pagers, tablets, gaming devices, smart phones, electronic readers, etc. Student use of PCDs on school property is a privilege and not a right. This privilege may be revoked by the District at any time. The District reserves the right, in its sole discretion, to determine which types of PCDs it will allow students to use. Such determinations are subject to change. Notwithstanding the foregoing, students may possess and use PCDs on school property and at school-sponsored curricular and extra-curricular activities according to the terms set forth in Board Policy 5136. Such use shall not create a distraction, disruption, or otherwise interfere with the educational environment. Authorized student use of PCDs shall include the following:

a. Before and after the student instructional day;

b. During designated lunch periods;

c. In between class periods. However, PCDs must be powered off and stored out of sight prior to the start of and during the entirety of any class period;

d. During participation in curricular and extra-curricular activities for instructional or educational purposes, and at the discretion of the District Official.

e. When authorized pursuant to an Individual Education Plan ("IEP"), a Section 504 Accommodation Plan, or a Health Care/Medical Plan with supportive documentation from the student's physician.

f. Students shall not use their PCD to access inappropriate material either stored on the PCD, through the District's network, or through a private network (i.e. 3G, 4G, LTE).

Violation of this policy may result in disciplinary action, including possible confiscation of the PCD. The District is not responsible for stolen, lost, or damaged PCDs.

Rule 14 - Truancy, Excessive Absenteeism

A student shall be prompt to school and to class according to the scheduled time. Students shall not be truant from school. Students are to be in school regularly unless ill or excused by the appropriate school official. Excessive absenteeism is defined, and additional consequences for excessive absenteeism are set forth, in Board Policy 5200.

Rule 15 – Academic Dishonesty

Students shall not cheat on tests; shall not copy tests, assignments or papers; shall not plagiarize; and shall not violate copyright policy or law. "Tests" shall include, but not be limited to, classroom tests, quizzes, and State tests and assessments (ex. PARCC, OAA's, OGT's, Next Generation assessments). Additionally in the event that a "testing violation" is deemed to have occurred by the Ohio Department of Education because of a student's actions, the resulting discipline for the student will be under a Level III or Level IV disciplinary option.

Level II Disciplinary Options

Disciplinary options or responses to Level II offenses as determined by the administrator may include, but is not limited to, any of the previous (Level I) options and/or one or more of the following:

- Parental contact by phone and written or oral notification to parent or guardian
- Behavioral probation
- Administrator/teacher/student conference
- Detention
- Parent shadowing
- Exclusion from extracurricular activity
- Mediation
- Behavioral contract
- Confiscation
- Temporary removal of the student from the classroom
- In-school suspension
- Friday/Saturday school
- Suspension of transportation privileges
- Monetary restitution for damages
- Report to Juvenile Court and/or Bureau of Motor Vehicles
- Another appropriate disciplinary option or logical consequence determined by the Administrator
- Serious or repeated Level II misbehavior may result in a more serious consequence or treated as a Level III or IV offense

Level III Offenses

Rule 16 - Disruption of School

A student shall not by use of violence, force, noise, coercion, threat, false threat, intimidation, fear, passive resistance, or any other conduct cause, or attempt to cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

Rule 17 - Damage or Destruction of School or Private Property

A student shall not intentionally cause or attempt to cause damage to public or private property, including that of other students, teachers, administrators and other school employees.

Rule 18 - Discrimination and Harassment

No student shall harass or discriminate against any student, employee or other person on the basis of race, color, national origin, citizenship status, religion, sex, economic status, marital status, pregnancy, age or disability. No student shall retaliate, coerce or intimidate any person who exercises their right to file a complaint of harassment or discrimination, or who participates in the investigation of such complaint. Any participant in a school activity who believes this rule has been violated should report the matter immediately to the building administrator, to his or her teacher, to the Executive Director of Human Resources (District Complaint Coordinator), or to the Assistant Superintendent at the District Central Office.

Rule 19 – Bullying/Assaults/Hazing/Dating Violence

A student shall not harass, haze, bully, retaliate against, coerce, interfere with, intimidate, inflict injury, cause another to inflict injury, or behave in any way which could cause physical injury or mental anguish to another student, teacher, or other school personnel. These acts are prohibited on school property, on a school bus, or at school-sponsored events. A student shall not intentionally direct to another student, teacher or other school employee words, phrases, or gestures which are vulgar, obscene, or degrading. Students are prohibited from using a Personal Communication Device (PCD) to violate this Rule.

Any student or student's parent/guardian who believes he or she has been or is the victim of behavior prohibited by this Rule should immediately report the situation to the building principal or assistant principal. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator.

Every student is encouraged, and every staff member is required, to report student behavior prohibited by this Rule. Reports should be made to those identified above.

All complaints about behavior that may violate this Rule shall be promptly investigated. The building principal or appropriate administrator shall follow the requirements set forth in Board Policy 5516, 5517, and 5517.01 when investigating complaints.

Semi-annually, the Superintendent shall provide to the President of the School Board a written summary of all reported incidents. The list shall be limited to the number of verified acts of bullying, assaults, hazing and dating violence, whether in the classroom, on school property, to and from school, or at school-sponsored events. The semiannual written summaries shall also be posted on the district's website.

A school district employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident if that person reports an incident involving harassment, intimidation, bullying, assaults, hazing and dating violence, in good faith, and in compliance with the procedures specified in this rule. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about these prohibited acts.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment, intimidation, bullying, assaults, hazing and dating violence is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation. Suspected retaliation should be reported in the same manner set forth above. Making intentionally false reports under this Rule is similarly prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

For purposes of this rule, "harassment, intimidation or bullying" is defined as any intentional written, verbal, electronic or physical act that a student exhibits toward another particular student more than once and the behavior both: (1) causes mental or physical harm to the student, and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or (3) violence within a dating relationship.

For the purposes of this rule, "dating violence" is defined as the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship. Dating violence is a pattern of coercive behavior that one partner exerts over the other for the purpose of establishing and maintaining power and control.

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

Rule 20 – Extortion

A student shall not extort or cause others to extort money or personal property from other students or school personnel.

Rule 21 - Narcotics, Alcoholic Beverages, Drugs, Counterfeit or Look-Alike Drugs and Drug Paraphernalia

A student shall not possess and shall not receive, buy, use, transmit, sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, controlled substance, any illegal mind-altering substance, inhalant or intoxicant of any kind.

A student shall not possess and shall not receive, buy, use, transmit, sell, or be under the influence of any counterfeit or look-alike controlled substance. A counterfeit or look-alike controlled substance is any substance that is made to look like a controlled substance or is represented to be a controlled substance or that a student believes to be a controlled substance.

Except as legitimately provided for in Policy, a student shall not buy, sell, transfer, possess, or use any drug, medication, inhalant or other substance which can be taken internally where the student or students involved cannot show a legitimate health or other reason for the use of such substances.

Drug paraphernalia shall not be worn, carried, or brought to school or school events.

Students in grades 7-12 found to be in violation of this rule shall be expelled unless an alternative to expulsion is determined for a first-time offender pursuant to Policy.

Students in grades K-6 found to be in violation of this rule shall be expelled or suspended.

Rule 22- Acts of Immorality

Possession of indecent, obscene or pornographic matter is prohibited. Possession includes accessing indecent, obscene or pornographic material via a personal communications device or gaming device on school property. Engaging in sexual acts, displaying excessive affection, or other inappropriate behavior with a person of the same or opposite sex is prohibited.

Rule 23 – Fighting

Students shall not engage in intentional efforts to cause physical harm to a student or staff member. Neither shall students intentionally incite another student to engage in willful physical conflict or combat.

Rule 24 – Direct Threat

Students shall not intentionally commit or promote any act or expression of a threatening nature directed to any individual or group of teachers, other staff members, students or other groups at school.

Level III Disciplinary Options

Disciplinary options or responses to Level III offenses as determined by the administrator may include, but is not limited to, any of the previous (Level II) options as well as:

- Suspension
- Removal to a disciplinary alternative placement program (APP)
- Serious or repeated Level III misbehavior may result in a more serious consequence or treated as a Level IV offense
- Another appropriate disciplinary option or logical consequence determined by the administrator

The administrator will determine the length of the suspension or removal on a case-by-case basis.

Level IV Offenses

Rule 25 - Weapons and Dangerous Instruments

A student shall not possess, handle, transport, carry, use, conceal, or transmit any objects that can reasonably be considered a weapon, a firearm (including any object represented as a firearm or made, construed, or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm), a knife, or other dangerous object of no reasonable use to the student.

Any student who is determined to have brought to school or to a school-related activity a firearm or knife as defined below shall be expelled for not less than one year, subject to reduction of this term by the Superintendent on a case-by-case basis. The Superintendent, in determining the term of expulsion on a case-by-case basis, shall consider all of the relevant facts and circumstances, including (a) applicable Ohio or federal laws, (b) the student's disability, and (c) extent of culpability of the student. The Superintendent shall notify the appropriate criminal justice or juvenile delinquency authorities of these determinations.

This rule incorporates 18 U.S.C. §§ 921 et seq. which defines "firearm" as "(A) Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. (4) The term 'destructive device' means (A) (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses."

For the purposes of this rule, a "knife" is defined as any device consisting of a sharp blade three (3) inches or longer in length, whether or not fastened to a handle, designed or intended for use as a cutting instrument.

For the purposes of this rule, a "dangerous object" is defined as a device which is or may be used to cause harm to another person, including but not limited to a club, chain, razor or other sharp blade less than three (3) inches in length, metal knuckles, noxious irritants, chemicals, or explosive or incendiary device.

Notification to Parents and Students

Parents and students are annually given a copy of the standards of conduct and the statement of disciplinary sanctions required. The notice to parents and students indicates that compliance with the standards of conduct is mandatory.

Policy References:
Legal References: ORC §§ 3313.20, 3313.534, 3313.66, 3313.662, 3321.13
OAC§ 3301-35-03

Due Process
Students are entitled to due process procedures when they are charged with misconduct in the violation of rules or any act that may lead to suspension or expulsion from school. At minimum, due process requires advising the student about the accusation made against him/her and permitting the student to give his/her side of the story. Other due process procedures are detailed in Board Policy 5611, including information on appealing suspension/expulsion decisions.

Reasonable Search & Seizure
Emergency searches may be conducted any time there is a reasonable suspicion or evidence of an immediate threat to health, safely, property, or discipline due to a rule violation or a crime. Emergency searches may include the desk, locker, vehicle, person, or other property of the student of school premises. Non-emergency searches may include only the school desk or locker or similar school property assigned to a student for his/her temporary use.

Nondiscrimination in School Activities

The Lakota Board of Education provides that no student or other participant in a district-sponsored activity will be discriminated against by harassment, retaliation, coercion, interference, or intimidation on the basis of race, religion, color, national origin, sex, age, or disability, including racial or sexual harassment. Complaints of discrimination should be communicated to the building administrator. Complaint procedures are intended to comply with federal regulations outlined under Title XI of the Education Amendments of 1972, Section 504 or the Rehabilitation Act of 1973, the American with Disabilities Act of 1990, and other regulations regarding nondiscrimination.

Harassment, intimidation, or bullying behavior by any student in the Lakota Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,

B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

Common Illnesses & Guidelines
For Decisions about School Attendance

CHICHEN POX: A skin rash consisting of small blisters which leave scabs. A slight fever may or may not be present. There may be blisters and scabs present at the same time. Your child should remain home until all blisters have scabbed over, usually 5-7 days after appearance of the first crop of blisters.

COMMON COLD: Irritated throat, watery discharge from the nose and eyes, sneezing, chilliness, and general body discomfort. Child should remain home if symptoms are serious enough to interfere with the youngster's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops, or discharge becomes yellow to green.

FEVER: If your child's temperature is 100 degrees Fahrenheit or greater (1 or 2 degrees above the child's normal temperature) s/he should remain home until s/he has been without fever for a full 24 hours. Remember, fever is a symptom indicating the presence of an illness.

FLU: Abrupt onset of fever, chills, headache and sore muscles. Runny nose, sore throat, and cough are common. Your child should remain home from school until symptoms are gone and the child is without fever for 24 hours.

HEAD LICE: Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits firmly attach to the hair shafts, close to the scalp. Nits are much easier to see and detect than lice. They are small white specks usually found at the nape of the neck and behind the ears. Following lice infestation, your child may return to school after receiving treatment with a pediculicide shampoo and being examined by a nurse or her designee.

IMPETIGO: Blister-like lesions which later develop into crested, pus-like sores. Your child should remain home from school until receiving 48 hours of antibiotic therapy and sores are no longer draining.

PAIN: If your child complains, or behavior indicates, that s/he is experiencing persistent pain, s/he should be evaluated by a physician before attending school.

PINKEYE: Redness and swelling of the membranes of the eye with burning or itching, matter coming from one or both eyes, or crusts on the eyelids. Your child should remain home from school until receiving 24 hours of antibiotic therapy and discharge from the eyes has stopped. Spread of infection can be minimized by keeping the hands away from the face, good hand washing practices, using individual washcloths and towels, and not touching any part of the eyes with tip of the medication applicator while administering antibiotic ointment.

SKIN RASHES: Shin rashes of unknown origin should be evaluated by a physician before your child is sent to school. When the doctor approves a return to school, please send physician's note with your child to the clinic.

STREP THROAT/SCARLET FEVER: Strep throat begins with fever, sore and red throat, pus spots on the back of the throat, tender swollen glands of the neck. Scarlet fever shows the same symptoms as strep throat as well as a strawberry appearance to the tongue and a skin rash. High fever, nausea, and vomiting may also occur. Your child should remain home from school until receiving 24 hours of antibiotic therapy and no fever or vomiting has occurred for 24 hours. Most physicians will advise rest at home for 1-2 days after a strep infection.

Antibiotics ordered for strep infections are to be taken for 10 days or until all medication is gone. Only when these directions are followed correctly is the strep germ completely eliminated from the body, no matter how well the child feels after the first few days of receiving medication.

VOMITING AND DIARRHEA (INTESTINAL VIRAL INFECTIONS): Stomachache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches are all symptoms of intestinal viral infection. Your child should remain at home until vomiting, diarrhea, or fever has ceased for a full 24 hours. *If your child has any of these symptoms during the night, she should not be sent to school the following day.*

PLEASE KEEP THESE GUIDELINES FOR FUTURE REFERENCE
CONSULT YOUR PHYSICIAN FOR THE MOST ACCURATE DIAGNOSIS AND TREATMENT

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