

# **LAKE HIGH SCHOOL**

## **STUDENT & PARENT HANDBOOK**

**2025-2026**

“The Mission of Lake High School, a challenging, caring, and safe learning environment, is to empower students to achieve their full potential for intellectual and personal growth, by providing a variety of excellent opportunities and services in partnership with our community.”

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**This handbook is a living document and will be updated as Lake Local School Board policies dictate changes. Changes will be advertised via email to students and parents.**

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## **LAKE LOCAL SCHOOLS 2025-2026 CALENDAR**

|                     |                                                                                        |
|---------------------|----------------------------------------------------------------------------------------|
| August 18, 2025     | All Staff Inservice                                                                    |
| August 19, 2025     | Teacher Workday                                                                        |
| August 20, 2025     | 1 <sup>st</sup> Day for Students grades 9th, 6th, select Pre-K and select Kindergarten |
| August 21, 2025     | 1st Day for all LHS, LMS, LES (1-5) and select Pre-K and select Kindergarten           |
| August 22, 2025     | 1st Day for all LHS, LMS, LES (1-5) and select Pre-K and select Kindergarten           |
| August 25, 2025     | All students attend and follow school calendar                                         |
| September 1, 2025   | Labor Day – No School                                                                  |
| September 19, 2025  | Midterm – 1 <sup>st</sup> Quarter                                                      |
| October 13, 2025    | Columbus Day - No School                                                               |
| October 17, 2025    | Last Day of 1 <sup>st</sup> Quarter                                                    |
| October 20, 2025    | Professional Development - No School                                                   |
| October 23, 2025    | Parent Teacher Conferences (Evening)                                                   |
| October 24, 2025    | Parent Teacher Conferences - No School                                                 |
| November 14, 2025   | Midterm – 2 <sup>nd</sup> Quarter                                                      |
| Nov. 26-28, 2025    | Thanksgiving Break - No School                                                         |
| December 1, 2025    | School Resumes                                                                         |
| December 19, 2025   | Last Day of 2 <sup>nd</sup> Quarter                                                    |
| Dec. 22-Jan 2, 2026 | Winter Break Begins – No School                                                        |
| January 5, 2026     | Professional Development - No School                                                   |
| January 6, 2026     | School Resumes                                                                         |
| January 19, 2026    | Martin Luther King, Jr. Day – No School                                                |
| February 6, 2026    | Midterm – 3 <sup>rd</sup> Quarter                                                      |
| February 16, 2026   | Presidents' Day – No School                                                            |
| March 13, 2026      | Last Day of 3 <sup>rd</sup> Quarter                                                    |
| March 16-20, 2026   | Spring Break Begins – No School                                                        |
| March 23, 2026      | 2 Hour Delay - School Resumes                                                          |
| April 3-6, 2026     | Easter Break - No School                                                               |
| April 7, 2026       | School Resumes                                                                         |
| April 24, 2026      | Midterm – 4 <sup>th</sup> Quarter                                                      |
| April 27, 2026      | Professional Development - No School                                                   |
| May 17, 2026        | Commencement                                                                           |
| May 25, 2026        | Memorial Day – No School                                                               |
| June 2, 2026        | Last Day of 4 <sup>th</sup> Quarter                                                    |
| June 2, 2026        | Last Day for Students                                                                  |
| June 3, 2026        | Teacher Workday ½                                                                      |

# Lake High School Bell Schedule

## 2025-2026

| First Lunch  |                      | Second Lunch |                     |    |
|--------------|----------------------|--------------|---------------------|----|
| Period 1     | 8:45 – 9:34          | Period 1     | 8:45 – 9:34         | 49 |
| Period 2     | 9:37 – 10:25         | Period 2     | 9:37 – 10:25        | 48 |
| Period 3     | 10:28 – 11:16        | Period 3     | 10:28 – 11:16       | 48 |
| ICE          | 11:19 – 11:38        | ICE          | 11:19 – 11:38       | 19 |
| <b>Lunch</b> | <b>11:38 – 12:08</b> | Period 4     | 11:41 – 12:30       | 49 |
| Period 4     | 12:08 – 12:57        | <b>Lunch</b> | <b>12:30 – 1:00</b> | 49 |
| Period 5     | 1:00 – 1:48          | Period 5     | 1:00 – 1:48         | 48 |
| Period 6     | 1:51 – 2:39          | Period 6     | 1:51 – 2:39         | 48 |
| Period 7     | 2:42 – 3:30          | Period 7     | 2:42 – 3:30         | 48 |

### Two-Hour Delay Schedule (No ICE Time)

| First Lunch  |                      | Second Lunch |                     |    |
|--------------|----------------------|--------------|---------------------|----|
| Period 1     | 10:45 - 11:15        | Period 1     | 10:45 - 11:15       | 29 |
| Period 2     | 11:18 - 11:48        | Period 2     | 11:18 - 11:48       | 29 |
| <b>Lunch</b> | <b>11:48 - 12:18</b> | Period 4     | 11:48 - 12:30       | 42 |
| Period 4     | 12:18 - 12:59        | <b>Lunch</b> | <b>12:30 - 1:00</b> | 42 |
| Period 3     | 1:00 - 1:35          | Period 3     | 1:00 - 1:35         | 35 |
| Period 5     | 1:38 - 2:13          | Period 5     | 1:38 - 2:13         | 35 |
| Period 6     | 2:16 - 2:51          | Period 6     | 2:16 - 2:51         | 35 |
| Period 7     | 2:54 - 3:30          | Period 7     | 2:54 - 3:30         | 36 |

### CALAMITY DAYS

The superintendent is responsible for deciding if school will be cancelled. Television stations TV 11, TV 13, TV 24, are used for notification. **ANY NECESSARY DAYS WILL BE MADE UP AT THE END OF THE SCHOOL YEAR.**

## **SCHOOL COUNSELING PROGRAM**

School Counseling Services are available for every student in the school. The School Counseling Program at Lake High School involves a team approach, utilizing the cooperative efforts of counselors, teachers, administrators, parents, and resource personnel to best meet the academic, social/emotional, and college/career needs of each individual student. The School Counseling Department is divided by alpha sort (students with last name A-K designated for one counselor and L-Z for the other). Students who wish to see a counselor are asked to make appointments via the appointment request form located in their student newsletter. In case of emergency, students may come directly to the school counseling office and the counselor will notify the teacher. Parents/guardians are encouraged to call the school counseling office any time a concern arises. Counselors can refer both students and parents/guardians to available community resources when necessary.

## **SCHEDULE PLANNING/CHANGES**

See [Lake Curriculum Guide](#)

## **HONOR ROLL**

Any student who achieves at least a 3.5 average each grading period makes the Honor Roll, and any student who achieves a 4.0 average or higher each grading period makes the High Honor Roll.

## **WALKING IN COMMENCEMENT**

To be eligible to walk in the commencement exercises, students must actually meet the requirements set forth by the State of Ohio and by Lake Local School Board of Education for graduation. Any student not meeting these requirements is not eligible to walk in the commencement ceremony. Additionally, seniors may not miss more than 20 days of school in their senior year to be eligible to walk. If a student meets the requirements for graduation but misses more than 20 days of school their senior year, and feels they have just cause, they may appeal to the building principal for the ability to walk in commencement.

## **GRADUATION HONORS**

The cumulative Grade Point Average (GPA) through the 7<sup>th</sup> semester of high school is used to determine graduation honors like the valedictorian, salutatorian, and the remainder of the top ten. A student that graduates outside their cohort (a year or more early) will not be eligible to be considered as part of the top ten.

## **EXTRA-CURRICULAR ELIGIBILITY**

Students earn the privilege of participating in extra-curricular activities, in part, through academic achievement. Students are declared eligible for extra-curricular participation by earning a minimum of a 1.70 GPA in the immediately preceding nine-week grading period and by earning a passing grade in a minimum of five one credit hour courses. More information is available in the athletic handbook.

## **GRADING SCALE**

|          |    |         |    |
|----------|----|---------|----|
| 98 – 100 | A+ | 73 – 76 | C  |
| 93 – 97  | A  | 70 – 72 | C- |
| 90 – 92  | A- | 67 – 69 | D+ |
| 87 – 89  | B+ | 63 – 66 | D  |
| 83 – 86  | B  | 60 – 62 | D- |
| 80 – 82  | B- | 00 – 59 | F  |
| 77 – 79  | C+ |         |    |

## **GRADE POINT AVERAGE CALCULATION TABLE**

| <u>GRADE</u> | <u>AVERAGE</u> | <u>HONORS</u> |
|--------------|----------------|---------------|
| A+           | 4.33           | 4.83          |
| A            | 4.00           | 4.50          |
| A-           | 3.67           | 4.17          |
| B+           | 3.33           | 3.83          |
| B            | 3.00           | 3.50          |
| B-           | 2.67           | 3.17          |
| C+           | 2.33           | 2.83          |
| C            | 2.00           | 2.50          |
| C-           | 1.67           | 2.17          |
| D+           | 1.33           | 1.33          |
| D            | 1.00           | 1.00          |
| D-           | 0.67           | 0.67          |
| F            | 0.00           | 0.00          |

## **ATTENDANCE RULES AND REGULATIONS**

Promptness and regularity are points that characterize dependability in any person. This is a vital part of education and preparation for business, personal, and social life. Attendance records are filed yearly and are as important in the student's future advancement as scholastic records. Those who look forward to securing work after graduation or those going to college are advised to build an attendance record of which they will be proud. A student who does not attend school is not permitted to attend after school activities unless permission is granted by the principal, assistant principal or dean of students.

### **NOTIFYING OFFICE WHEN ABSENT**

Parents are required to report an absent student through Safe Arrival (844-772-5162) before 8:45 a.m. in the event their child is going to be absent from school. If we have not received contact from home, the Safe Arrival system will contact the parent/guardian at the number(s) on file regarding the absence. Parents are encouraged to use the School Messenger App for attendance reporting.

**Upon return to school from an absence, students are to report directly to the office to pick up a re-admittance slip to get back into class.** If students are absent for five (5) or more days in a row, a doctor's note must be presented in order for the absence to be excused. After 62.5 hours (approximately 10 days) of missed school for any reason a doctor's note will be required for the absence to be excused.

### **EXCUSED ABSENCE**

The State of Ohio defines legal or excused absence from school as consisting of the following:

1. Illness
2. Death in the family
3. Religious holiday
4. Permissible (determined prior to the absence)

### **UNEXCUSED ABSENCE**

Students absent from school with parents' permission, but for an invalid reason without prior consultation with the school, will be considered "unexcused." Some examples of common unexcused absences include, but are not limited to:

1. Ordinary items of business such as haircuts, paying bills, going to the bank, transferring auto title, shopping, babysitting, working, job interview, job training, or new license drive time.
2. To secure items left at home, or to take items home
3. Oversleeping.
4. Car trouble.

## 5. Senior pictures



## **TRUANT**

A student is “truant” when he/she is absent from school and/or any part of class without parents’ and/or school official’s knowledge or permission. Disciplinary action may be taken. Continual school truancy may be filed with the juvenile court. Under House Bill 410, students adjudicated as a “habitual” or “chronic” truant may be referred the intervention/diversion programs or have truancy charges filed against them. Habitual absence without legitimate excuse may be subject to denial, suspension and/or revocation of driving privileges by Section 3321.13 of the Ohio Revised Code.

## **COLLEGE VISITATION**

Juniors and seniors are permitted three (3) excused college visitation days. All college visits must be approved through the school office and a college visit form must be filed at least two (2) school days prior to the visit. Additional visits may be requested and approved through the school counseling office in unusual circumstances.

## **FIELD TRIPS**

Any student who has an unexcused absence from school the day before a field trip may not attend the field trip. Any student chronically absent from school may be denied field trip privileges. Students on a field trip are responsible for all work missed.

## **EARLY DISMISSALS**

A note from a parent/guardian for early dismissal is to be presented to office personnel prior to the beginning of the school day. A student who leaves school from 2:30 – 3:30 will be given an early dismissal on their attendance record, while a student who leaves school prior to 1:30 will be considered absent for one-half day. Half-day absences count toward the ten-day limit after which a doctor’s excuse will be required to excuse an absence. **Students must sign in and out of school in the office.**

## **TARDINESS TO SCHOOL**

Students are permitted to be tardy to school unexcused three times per semester, without penalty. To be excused the student must present a written note from a parent/guardian or doctor to the office at the time of arrival. **A student arriving at school from 8:45 to 9:30 is considered tardy, while one that arrives after 9:30 is considered absent for half a day.** Partial day absences count toward the 62.5 hour limit after which a doctor’s excuse will be required to excuse an absence.

### **Penalty for Excessive Tardiness**

- Unexcused tardies 4, 5, & 6 may result in an after-school detention.
- Unexcused tardies 7 and higher may result in an In-School Suspension (ISS).

Upon the tenth (10<sup>th</sup>) tardy of the year, excused or unexcused, a student may be asked to present a doctor’s note or other medical documentation for a tardy to be considered excused.

Upon the tenth (10<sup>th</sup>) unexcused tardy to school in a year, the student may lose their driving privileges for 10 school days. Upon the student’s fifteenth (15<sup>th</sup>) unexcused tardy to school in a year, the student may lose their driving privileges for 20 school days. Upon the student’s twentieth (20<sup>th</sup>) unexcused tardy to school in a year, the student may lose their driving privileges for the remainder of the year. **Students must sign in and out of school in the office.**

## **TARDINESS TO CLASS**

Students are expected to arrive to class on time. While trying to preserve the academic freedom of individual teachers, tardiness will be defined by the student’s failure to be in the classroom when the bell rings without the presentation of a hall pass. Each student will receive three (3) free tardy exemptions each semester. Thereafter each tardy may result in the issuance of a detention or in-school suspension.

## **EXCESSIVE UNEXCUSED ABSENCES FROM SCHOOL**

Ohio Law mandates that students attend school and research shows that missing school is incredibly detrimental to learning. Each semester a student may have three unexcused absences without penalty. Beginning with the fourth unexcused absence in a semester a student may receive school discipline for unexcused absences. Penalties for unexcused absences are listed below:

- Unexcused absences 4, 5, & 6 in a semester may result in after school detention.
- Unexcused absence number 7 and above may result in In-School Suspension (ISS).

## **REQUEST FOR ASSIGNMENTS FOR EXTENDED ABSENCE**

In case of extended illness, assignments may be obtained by calling the office before 9:30 a.m. This request may be placed when the parent/legal custodian calls to report the student absent. Assignment requests may only be made when a student has missed two (2) or more consecutive days of classes. The office will contact teachers and collect the assignments. Parents/legal custodians may pick them up in the high school office before 3:30 p.m. If a pupil takes an extended vacation or a lengthy trip and is out of school for many days, it is the responsibility of the student to get assignments before leaving. Most assignments can be found on Schoology without contacting the office.

## **ATTENDANCE/LOSS OF CREDIT**

**Any student who accumulates 62.5 hours of unexcused absences, to any class, in a semester may lose credit for that class.** A letter will be sent to the student and parents notifying them of the following reinstatement procedures:

- a) If a student has received a notice of loss of credit, the student may file a reinstatement petition with the principal or his designee.
- b) Filing a petition for reinstatement of credit is the responsibility of the student and must be completed within 1 week of notice of loss of credit. Petitions may be obtained from the teacher or the office.
- c) The decision as to reinstatement of credit will be that of the principal and teacher after a conference with the student, administrator and/or counselor, and parents.

### **Reasons for Possible Reinstatement**

Reinstatement after loss of credit may be considered for the following reasons:

- a) Personal illness with documentation of medical excuse
- b) Illness in the immediate family
- c) Death of an immediate relative
- d) Observance of religious holidays
- e) School-sponsored activities
- f) Court appointments
- g) College visitations (3 per year)

### **Following are examples of absences that will not be considered as basis for reinstatement:**

- a) Unapproved employment
- b) Oversleeping
- c) Missing the bus
- d) Hair appointments
- e) Car trouble
- f) Individual recreation trips
- g) Leaving the building during the school day without permission from the office
- h) Any other absences classified as unexcused by the administration or teacher

### **Re-establishment of credit procedures**

- a) If a student demonstrates appropriate documentation for his/her absenteeism, credit will be reinstated.
- b) If a student does not provide appropriate documentation or reasons for his/her absenteeism credit will only be reinstated if the student after meeting with the administrator, counselor, and teacher agrees to make up the appropriate amount of time associated with the loss of credit in each course affected.

### **There are several alternatives available to the student.**

- a) Use of state certified tutor with documentation of completion provided to the attendance office.
- b) Use of before or after school detention system provided by the school for the purpose of making up the time lost due to unexcused absences.
- c) Use of Saturday School detention system provided by the school for the purpose of making up the time lost due to unexcused absences.
- d) Any other creative option agreed to by the parties involved during the conference to decide reinstatement.

## **VACATIONS**

Vacation, taken during the school year, will be considered excused on the attendance record if appropriate vacation paperwork is completed. Student assignments will be accepted when students:

- a) travel **with** their parents;
- b) obtain and complete a **vacation form** at least two days prior to departure; and
- c) **obtain and complete** assignments **prior** to departure.

Students vacationing with anyone other than their parents **will not** be considered excused.

## **EXAMS**

Exams are viewed by the high school staff to be an integral part of the educational process and are to be taken seriously. Therefore, any absence without prior notice must be accompanied by a doctor's note. Exams will have to be rescheduled, by the student, provided proper documentation accompanies any absence. Without proper documentation, exams cannot be made up and the student will receive a zero for any exam missed. The principal must approve known absences in advance. Only the most urgent of situations will be excused reasons to reschedule exams. Exams are conducted the last three days of each semester. Senior exam exceptions may be permitted the second semester of their senior year if the student has met the following requirements: earns a grade of B or better in both the 3<sup>rd</sup> and 4<sup>th</sup> quarters and has missed no more than 62.5 hours of school (10 days) during their senior year. Students in State tested subjects may be exempted from final exams if they score proficient on the State test and miss 10 or less days of school for any reason.

## **STUDENT CONDUCT CODE**

There exists on the part of the students in the Lake High School the obligation of obedience to lawful commands, subordination, civil deportment and respect for the rights of other students. While understanding the student's basic constitutional rights, such as the right to speak and express opinions, even if unpopular, this code is to ensure that an individual will not disrupt or deprive others of being educated. This code will be in effect while in school or at a school-sponsored activity, function, or an event off the school grounds, or while walking or being transported to or from school by bus or automobile. This code also includes misconduct by a student that occurs off of property owned or controlled by the district, but that is connected to activities or incidents that have occurred on property owned or controlled by the district. Also, any misconduct by a student that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee. A violation of any rule may result in disciplinary action, including demerits, detention, Saturday School, suspension from school, expulsion from school, or removal from a class or activity at the discretion of the administration.

**It should be noted that it is impossible to foresee all possible conduct infractions, and that the administration reserves the right to impose disciplinary action for any act that is contrary to proper behavior yet might not be expressly stated in this handbook.**

### **Rule 1. Narcotics, Alcoholic Beverages, and/or Drugs**

A student shall not possess, use, transmit, conceal, or show symptoms of using drugs, hallucinogens, volatile chemical or inhalants, look-alike or counterfeit drugs, or alcohol. A student shall not possess paraphernalia conducive to the aforementioned substances while on school property or while attending school-sponsored events. Students with personal medical needs are required to register all drugs with the office immediately upon entering the school premises and may possess said drugs in quantities no larger than needed for the school day. Lockers may be searched not only by school officials, but also by trained police dogs, to discover illegal drugs or drug paraphernalia on the school premises. Violation of this rule is considered a major offense and will result in student suspension/expulsion from school.

### **Rule 2. Tobacco/Nicotine/Smoking**

A student shall not possess tobacco/nicotine products, vaping devices or juice of any kind on school buses, in school buildings, on school grounds, at any school sponsored activity, nor shall a student possess a lighter, matches, vaping devices or juice in school, on school property, or at a school sponsored activity. Penalties for possession and use will not be differentiated. Violations of this policy may result in "In" or "Out" of school suspension.

### **Rule 3. Damage to Property**

A student shall not cause or attempt to cause damage to the property of another, public or private.

### **Rule 4. Harassment, Intimidation, and Bullying**

No student shall harass – sexually or otherwise – another student, staff, or other person. Intimidation and bullying of another student is also prohibited. Therefore, any conduct, communication, activity, or practice that occurs at any time, on school property or during any school-sponsored event, or occurs any other place covered by this Code of Conduct, that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Cyberbullying-Abusive behavior including, but not limited to, taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetrated with computers, cellular phones, internet websites, and/or any other electronic device is prohibited. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or responsible school employee. Disciplinary actions for harassment, intimidation, or bullying may range from detention to expulsion and notification of authorities depending on the severity of the disruption or offense.

### **Rule 5. Fundraising**

A student is prohibited from selling/distributing any item that is not authorized by the school administration.

### **Rule 6. Stealing**

A student shall not attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district.

**Rule 7. Profane/Obscene Language**

A student shall not use inappropriate, profane, or obscene language or gestures in verbal or in written form. This would include obscene gestures, signs, pictures or publications.

**Rule 8. Gang Activity/Membership**

A student shall not use gang related paraphernalia, language, symbols, or clothing, etc. Lake High School does not tolerate evidence of such activity, and works with the Wood County Gang Task Force, a division of the Wood County Prosecutor's Office.

**Rule 9. Repeated Violations/Insubordination**

A student shall not fail to comply with reasonable directions of teachers, or other school personnel at any time while under the jurisdiction of the school. Repeated violations of the student code of conduct may result in suspension/expulsion from school.

**Rule 10. Assault/Unauthorized Touching**

A student shall not fight, physically touch, or behave in such a way as could cause physical injury to another party. Unnecessary patting, pinching, or touching an individual's body or clothing is not permitted. An assault in a "school safety zone" as defined by the Ohio Revised Code is considered a felonious offense and may result in charges being filed and/or "In" or "Out" of school suspension.

**Rule 11. Book/Gym Bags**

Book/gym bags are prohibited in the classroom or hallways between the hours of 8:45 a.m. and 3:30 p.m. Students who bring book/gym bags to school are required to place them in their lockers until the end of the school day.

**Rule 12. Dangerous Weapons and Instruments**

A student shall not possess, handle, transmit, or conceal any object that may cause or threaten to cause physical injury to any person in or on school property. These objects include (but are not limited to) guns, knives, fireworks, other explosives, ammunition (real or simulated), clubs, pepper gas, and other physically damaging objects or materials. Students are prohibited from bringing the items described above, either real or look-a-like, onto school property, in a school vehicle, or to any school-sponsored activity. A violation of this rule is considered a major offense and will result in student suspension/expulsion from school.

**Rule 13. False Alarms/Bomb Threats**

A student shall not cause the school routine to be disrupted through pranks, 911 calls, violence, bomb threats, false fire alarms, insubordination, possession or use of explosives. Violation of this rule is considered a major offense and will result in student suspension/expulsion from school.

**Rule 14. Forgery/Academic Dishonesty**

A student shall not forge a note or signature, alter a note or signature, nor utilize a forged or altered note or signature. Also included under this provision is false representation by telephone.

Cheating and plagiarism are considered acts of academic dishonesty. Plagiarism is the presentation of the words, ideas, concepts, images, or works of another as one's own. Any material is considered plagiarized, in whole or part, when taken from a primary or secondary source without following standards of conventional attribution, and/or without appropriate reference citation. Cheating is obtaining (or attempting to obtain) something by dishonest or deceptive means. Students will not receive credit if caught cheating or plagiarizing on tests and homework in part or full.

The following are consequences for cheating/plagiarizing:

**First offense:** Student receives a zero (0) on assignment/test and a discipline referral is sent home and recorded in student discipline records.

**Second offense:** Student receives a zero (0) on assignment/test and is issued an in-school suspension.

**Third/Further offenses:** Student receives a zero (0) on assignment/test and is issued an in-school suspension. (if we keep in-school)

**Further offenses:** Student receives a zero (0) on assignment/test and is suspended out of school for one (1) day.

**Rule 15. Hazing**

A student or group of students shall not engage in the practice of hazing. According to Board Policy "JFCF," hazing is defined as, "doing any act or coercing another, including the victim, to do any act of intimidation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subject to hazing does not lessen the prohibition contained in this policy."

**Rule 16. Card Playing**

A student shall not be permitted to engage in the playing of cards during the school day. This prohibition includes lunches and study halls.

**Rule 17. Disruption of School**

A student shall not, by use of force (fighting), coercion, threat, harassment, insubordination, or incorrigibility, cause disruption, or obstruction of the educational process, including all curricular and extra-curricular activities. This prohibition includes collusion.

**Rule 18. Unauthorized Use of Fire**

The unauthorized use or possession of matches, lighters, or any other flame producing device and the attempt to set a fire or setting a fire on school grounds or a school sponsored activity is not permitted and will result in suspension or expulsion. Tampering with fire safety equipment is not permitted.

**Rule 19. Food and Beverages in the Classroom**

Food and drinks are not permitted in classrooms unless permission is given by the building administration or classroom teacher. Food and drinks may not be taken out of the cafeteria unless permission is given by the building administration or classroom teacher.

**Rule 20. Unauthorized Use of Computers –**

Computer use at Lake High School is encouraged and made available to students for educational purposes. All students and parents/guardians are required to sign the District's "Acceptable Use Policy" form before using any school owned computer equipment. The District retains the ownership of all hardware and software. The District reserves the right to inspect, copy and/or delete all files and records created or stored on District owned computers. The District has the right to search computers and disks.

## **ELECTRONIC DEVICES** (This policy subject to change by State lawmakers)

June 30, 2025, the Governor of The State of Ohio signed House Bill 96 mandating the schools ban the use of cell phones and cell phone devices in schools during school hours. The rules listed below reflect adherence to this law but are subject to additional change by the State legislature. The rules listed are a summary of current law and Board of Education policy and are not intended to include every possible situation that may arise.

1. Cell phones, cell phone watches, earbuds and headphones are not permitted to be in the classroom during the instructional day.
2. Cell phones, cell phone watches, earbuds and headphones may be stored in a student locker but must be **powered off** during the instructional day.
3. The school bus is considered an extension of the classroom. A student may be in possession of their phone on the bus but may not have the phone powered on while being transported to or from school.
4. The classroom teacher may permit the use of cell phones, cell phone watches, earbuds and headphones in the classroom for educational purposes only.
5. Students may use a cell phone, cell phone watch, earbuds or headphones if this accommodation is detailed in the student's IEP or 504 plan.
6. Students may use a cell phone, or cell phone watch to monitor a health condition as part of a medical plan for which a physician has submitted documentation to the school office noting the medical necessity.
7. In the event of a school wide emergency, student safety and the ability to hear, understand and follow directions is paramount. Students may only use a cell phone when directed by a teacher or other school official that it is safe to use a cell phone.

Discipline for the unauthorized use of cell phones, cell phone watches, earbuds, and headphones are listed below.

1. First offense – The device(s) will be confiscated by the teacher, staff member, administrator or School Resource Officer (SRO) and sent to the office. The student or their guardian will be able to pick up the device at the end of the school day.
2. Second offense – The device(s) will be confiscated by the teacher, staff member, administrator or School Resource Officer (SRO) and sent to the office. The student or their guardian will be able to pick up the device at the end of the school day. The student may be assigned an after-school detention.
3. Third offense - The device(s) will be confiscated by the teacher, staff member, administrator or School Resource Officer (SRO) and sent to the office. The student or their guardian will be able to pick up the device at the end of the school day. The student may be assigned progressive discipline that may include after school detention, or In-School Suspension.
4. Fourth and subsequent offenses - The device(s) will be confiscated by the teacher, staff member, administrator or School Resource Officer (SRO) and sent to the office. The student or their guardian will be able to pick up the device at the end of the school day. The student may be assigned additional progressive discipline at the discretion of school administration. This discipline could include detention, In-School Suspension, or Out of School Suspension.

## **DRESS CODE**

The following standards of dress are established for the general welfare of all students:

Clothing styles exposing undergarments are prohibited.

Shoes must be worn at all times for health and safety factors.

Clothing with offensive language, graphics, and drug, alcohol or tobacco related references will not be permitted.

No heavy coats or hats shall be worn during normal school hours.

## **EMERGENCY REMOVAL**

The following are specific procedures dealing with the emergency removal of a student from a class or an extra-curricular activity. It must be understood by teachers that emergency removal is to be exercised only under the most extreme circumstances. If the student's presence "poses a continuing danger to persons or property, or an on-going threat of disrupting the academic process, either within a classroom or elsewhere on the school premises" then: The superintendent, principal, or assistant principal may remove the student from curricular or extra-curricular activities.

## **SCHOOL DISCIPLINE**

Lake High School utilizes but is not limited to the following forms of school discipline: Detention, In-School Suspension (ISS) and Out of School Suspension (OSS). Teachers also have permission to manage their own classrooms and to administer less formal forms of discipline that aid in the swift management of student behavior and promote student cooperation and learning.

## **SUSPENSION/MAKE-UP WORK**

Students on an out-of-school suspension are unexcused, but will be permitted to make up work missed in class during the days of suspension, (e.g. homework, tests, speeches, experiments, etc.) It is the responsibility of the student to gather these assignments from a friend or to email the teacher directly. The office will not do this work for the suspended student. Suspended students are also not permitted to attend after school activities while suspended.

## **IN SCHOOL SUSPENSION (ISS)**

ISS may be assigned by school personnel to any student when deemed necessary for disciplinary reasons. ISS will take place in a room monitored by school personnel. During ISS a student may and is encouraged to work on their school work. During ISS cell phones, ear buds, and other electronic devices will be handed over to the ISS monitor for the day and will be returned to the student at the end of the day. Chromebook usage will be monitored and will be permitted only for the completion of assignments. A student in ISS is expected to fully cooperate with the ISS monitor at all times. Lack of cooperation may result in out of school suspension.

## **DETENTION HALL**

Detention Hall will be held Tuesdays and Thursdays of each week from 3:35 until 4:35 as necessary. Any student receiving a detention must serve the detention within two weeks of issuance. Failure to serve a detention may result in an in-school suspension. All students serving detention must fully cooperate with the detention monitor at all times.

## **LAKE/PENTA STUDENTS**

The Penta Career Center is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of either Lake High School and/or the Penta Career Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action or enforcement of action by the other school.

## **SEARCH AND SEIZURE**

Lockers and other school property are the property of the Lake Local School Board of Education and are provided to students as a convenience for their use and carry no expectation of privacy for the students who occupy or use them. The lockers and the contents of the lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. Random searches of lockers may include the assistance of dogs trained to detect the presence of drugs. Cars parked on school premises may also be searched at any time. Random searches of cars may include the assistance of dogs trained to detect the presence of drugs. Items found that are in violation of the rules and regulations of Lake High School will be confiscated and may not be returned.

## **HALL PASSES**

Hall passes are required for all students out of class or study hall. Hall passes from class should be kept to a minimum.

Should a teacher detain a student so as to cause tardiness to her/his next class, the student should request a pass with the teacher's signature. It will be the student's responsibility to obtain such a pass.

### **VISITOR'S PASS**

All persons who are not students or staff members of the Lake High School are to report directly to the office for a visitor's pass when entering the building. Students are not permitted to visit from other schools without prior approval from the administration.

### **BUILDING PASSES**

Students are not to leave the building for any reason without permission from the school office. **It is suggested that appointments with doctors and dentists be scheduled after school hours.** Although it is not recommended, building passes will be issued to leave school for medical appointments. Students must return with a note signed by the physician, with his/her telephone number and time of appointment, and present it to the office upon return. The school reserves the right to call the physician's office to verify the appointment time. A note from parents for early dismissal is to be presented to office personnel prior to the beginning of the school day. **Students are to sign in and out of the office before they leave.**

### **STAYING AFTER SCHOOL**

Students are to leave the building at the end of the day. Students staying for detention must go immediately to the detention classroom. Anyone else who stays must be a part of an extra or co-curricular activity being held under the supervision of a staff member. Students must remain in the area where that activity is taking place. Students found loitering in the building after hours or in unauthorized areas will be required to go home after school and provide their own transportation to after-school activities for the remainder of the school year. Additional discipline may be added if the situation warrants it.

### **STUDENT INFORMATION**

Students are required to provide the school with their parents current telephone numbers, email address, physical address, , and any emergency telephone numbers. Students are also required to notify the school of any changes in said numbers at any time during the school year. This information must be submitted yearly via Final Forms.

### **CONCEALED WEAPONS**

Lake Local Schools is considered a weapons free area. No weapons of any kind are allowed in buildings, on property, and in vehicles owned by the school district. This includes parents, employees, and visitors. It should be noted that the school district ban also includes weapons that look like firearms, whether or not they are. The ban does NOT apply to school safety and security officers or anyone else who has WRITTEN authorization from the school board to possess a weapon on school grounds. It is important to understand that even if you have a permit to carry a concealed weapon, you may NOT carry a weapon on school property per Ohio Revised Code.

### **ASSEMBLY GUIDELINES**

- Once a student chooses to attend an assembly and enters the facility for that purpose, the students will not be allowed to leave the area for any reason until dismissed.
- Restroom privileges WILL NOT be granted unless under the most extreme circumstances.
- Students are to practice common courtesy and remain in their seats and BE QUIET.
- Students who cannot act in a mature and courteous fashion, will lose their assembly privileges for the remainder of the semester and/or year.
- School rules are in effect at all times.

### **CAFETERIA/LUNCH GUIDELINES**

Students may not order food from outside school to be delivered to the school at lunchtime. Students must either bring their lunch with them or buy a lunch in the school cafeteria. Students may not arrange to have lunch delivered to the office without first getting permission from the school office. Because extra traffic on campus poses a security risk, regular lunch delivery, especially restaurant purchased lunch, is prohibited.

Students are allowed to charge one meal and repayment is expected the next school day. If a student has used their charge and it is not repaid, they will be furnished with a Peanut Butter or Cheese sandwich.

Prepayments are accepted in all buildings for meals. Prepayment of meals greatly increases the speed of meal lines allowing students

more time to eat. Prepayments are applied directly to a student's account and can be made in any amount you choose. Account statements are available upon request. When making prepayments please be sure to include student's name and homeroom.

Prepayments can be made online with a credit card if desired.

- Students are expected to have good behavior while waiting in the lunch line; there will be no cutting in line, pushing or causing a general disturbance.
- Students are expected to be polite and considerate to both the people who serve them and the supervisors.
- Students are to keep the dining areas clean and neat. All garbage is to be disposed of appropriately.
- All eating is to be confined to the cafeteria. Students are not permitted to eat in the classrooms or in the hallways.
- Students are to report to the cafeteria during their lunch period assigned unless they are under the direct supervision of a teacher.
- Students may not throw food at any time for any reason.
- Students are not to remain in classrooms, study halls, or halls during their assigned lunch period.
- Students causing a disturbance in the cafeteria will be disciplined in accordance with the Discipline Code.
- Students not complying with the cleanliness rules in the cafeteria will be directed to clean up the cafeteria, or a section of the cafeteria, before being dismissed.

## **STUDY HALL GUIDELINES**

- Students must bring work to do when attending study hall.
- Study halls are to remain quiet to create an atmosphere conducive to studying. There will be no talking or studying in groups of two unless the study hall teacher gives permission.
- Hall passes during study hall are for emergencies only.
- Students are not permitted cards, games, radios, food, or drinks during study hall.
- Students are not permitted to use their cell phones during study hall.

## **BUS RULES**

- Remain seated in assigned seat at all times.
- Face the front of the bus at all times.
- Talk quietly; be silent at all railroad crossings.
- Students may only listen to electronic music devices with earphones.
- Items too large to be carried on student's lap are not permitted on the bus.
- Obey the driver promptly and respectfully.
- Watch for driver's hand signal when crossing the road.
- Students are to keep head, arms, and hands inside the bus at all times.
- Throwing of objects inside and outside will not be permitted.
- Students are not to distract the bus driver through misbehavior.
- No eating and drinking on the bus; keep the bus clean.
- Violation of these rules bus rules may result in disciplinary action.

## **STUDENT DRIVER REGULATIONS**

**Driving to school is a privilege, not a right.** Students must register their cars with the office and purchase a parking pass. Tardiness or absences for reasons of personal transportation are unacceptable. Failure to follow these rules and regulations will result in **fines of \$10 per infraction**, payable to Lake High School, or denial of driving privileges.

- The speed limit is 15 mph on Lake Local Schools property. Students are to drive in an orderly fashion at all times. Students must be aware of intersecting traffic. Reckless operation is strictly prohibited.
- Student drivers are permitted to exit from the parking lot prior to the buses until the busses begin to exit the parking lot. Once the buses begin exiting, student drivers are to STOP and YIELD the right-of-way until ALL buses have departed.
- Harassment of school buses, by student drivers that interfere in any way with the driver's safe transportation of the students to and from school will result in immediate denial of driving privileges for the remainder of the year and possible legal action.
- The racing of engines or loud playing of radios is prohibited.
- Student drivers are responsible for the behavior of their passengers.
- Excessive tardiness of a student driver may result in the denial of driving privileges.
- Parking tags cost \$10 and are to be placed on the inside of the windshield.
- Students are to park in authorized spaced only.
- Any student vehicle parked on campus is subject to search at any time for any reason.
- Students are prohibited from parking in spaces dedicated to visitors or handicapped.



## **Family Educational Rights and Privacy Act (FERPA)**

### Family Policy Compliance Office (FPCO) Home

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. Section 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an application program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he/she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR Section 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. Or you may contact us at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-8520