



# **Roosevelt ELEMENTARY SCHOOL**

14237 Athens Avenue  
Office Hours: 8:00am – 4:00pm

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Principal	Ms. Eileen Griffiths
Secretary:	Mrs. Mary Lou Nagy
Website:	<u><a href="http://lakewoodcityschools.org">lakewoodcityschools.org</a></u> (click on specific school)

## **FAMILY HANDBOOK**



**Lakewood Board of Education Members:**

Mr. Edward Favre, President  
Ms. Linda Beebe, Vice President  
Mr. Tom Einhouse  
Ms. Emma Petrie Barcelona  
Ms. Betsy Shaughnessy,  
  
Dr. Barnes, Superintendent  
Mr. Kent Zeman, Treasurer

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## District Vision

In partnership with our families and community, Lakewood City Schools will develop responsible citizens, who are critical and creative thinkers, committed to lifelong learning, invested in a diverse society, and prepared for technological and global opportunities.

## School Mission/Pledge

Today I will make good choices. I will be safe, respectful  
and responsible. I will do  
nothing but my best. I AM a Roosevelt Ranger!



School Mascot: Lakewood Ranger

School Colors: Purple and Gold

## GENERAL INFORMATION

### Non-Discrimination Notice

The Lakewood City School District does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, ancestry, or genetic information in its programs and activities and provides equal access to Boy Scouts and other designated youth groups. The following people have been designated as Coordinators to handle inquiries regarding non-discrimination policies:

Section 504 Officer: Lisa Bruening  
Director of Student Services  
Lakewood City School District  
1470 Warren Road  
Lakewood, Ohio 44107  
(216)529-4201

Title IX Officer: Jeff Schlade  
Executive Director of Human Resources  
Lakewood City School District  
1470 Warren Road  
Lakewood, Ohio 44107  
(216) 529-4215

### School Hours

Children learn by attending school. **Coming to school promptly and on a regular basis is extremely important.** Please help your child organize appropriate materials and arrive on time.

School hours are:

- 8:30:** Breakfast Door #2
- 8:45:** Doors open for non-breakfast students
- 9:00:** Instruction begins
- 3:05:** All classes dismissed

**Students who arrive late to school (after 9:00 a.m.) must check in at the office before reporting to the classroom.**

### **Arrival and Dismissal**

#### **Morning arrival:**

Drivers enter the driveway off Lincoln to drop off car riders.

The first few weeks, walkers and drivers will line up in grade level lines outside the front doors.

As the weather turns chilly (October), students will enter the gym (door #2) at 8:30 to wait inside.

#### **Afternoon dismissal:**

Car riders wait in the gym for their car to pull up and they are called outside to enter their car.

Walkers- Grades K/1 are dismissed from door #10 to the back playground.

Grades 2/3 are dismissed from door #9 to the back playground.

Grades 4/5 dismissed from door #11 by Lincoln Avenue.

**\*\* All walkers should go directly home\*\* Permission to play is granted to those with parents present\*\***

### **Attendance and Punctuality**



Students are expected to attend classes regularly and to be on time in order to receive the full benefit from our instructional program and to develop habits of punctuality, self-discipline, and responsibility. Continuity in the learning process is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving high school. For these

reasons, a student must satisfy academic and attendance requirements. In order for a student to satisfy the academic and attendance requirements, the following attendance guidelines must be followed:

#### **Absences**

1. All absences must be authorized by the parent/guardian by phone prior to, or the day of the absence from school.
2. Written notice from a physician will be required to authorize any absence in excess of 10 days in a school year. It is recommended that all absences due to a doctor's visit be documented by a written note from the physician and submitted to the school office.
3. Students who are habitually truant per House Bill 410, face possible juvenile court action. Habitual truancy is defined as 30 or more consecutive, unexcused school hours; 42 or more unexcused school hours in a month; or 72 or more unexcused school hours in a school year. A student who is considered to be habitually truant will be referred to their school's Attendance Intervention Team.

#### **Absence Procedures**

When a student meets the threshold hours for either excessive absence or habitual truancy, a letter will be sent notifying parents of next steps, which may include meeting with the Attendance Intervention Team and/or developing an attendance intervention plan.

#### **Tardiness**

1. Students are expected to arrive at school at least 10 minutes prior to the start of their first class.
2. All students are to be in their assigned seats with all materials prior to the start of the school day. Any student who reports to class after the start of the school day will be marked tardy.
3. Progressive discipline will be implemented upon a student accruing five or more tardies to school. Progressive discipline includes detentions, in-school suspensions, out of school suspensions, attendance hearings, and up to and including expulsion from school.

## Tardiness Procedures

1. On the 5<sup>th</sup> time student is tardy to school, a detention or other appropriate consequence will be assigned and a warning letter sent to the parents.
2. On the 10<sup>th</sup> time student is tardy to school, an ISS/or other appropriate consequence will be assigned and another warning letter will be sent home.
3. On the 15<sup>th</sup> time student is tardy to school, an OSS or other age appropriate consequence will be assigned and parents will be notified of the students continued violation of the Student Code of Conduct.
4. On the 20<sup>th</sup> time student is tardy to school, an attendance hearing or expulsion hearing will be recommended.

## Before and After School Child Care

We partner with the YMCA, through the Recreation Department, for before/after care.

## Before and After School Conduct

Please remind your child that he/she is expected to go directly home after school. **The playground is off-limits before and after school.** If a child wishes to use the playground after school, he/she must do so after going home first and/or be supervised by an adult. We do not provide supervision of students prior to 8:45 a.m. and after 3:05 p.m. Children having difficulty with appropriate behavior before or after school could result in consequences.

## Bicycles



Bike riders are reminded to walk bikes on school property to ensure the safety of others. Remember to remind children to wear a helmet, lock their bike, and register it with a license. Riding a bike to school is a privilege and can be suspended or discontinued at any time. **Please note: Due to safety factors, students are not permitted to bring skateboards, scooters or rollerblades on school property.**

## Breakfast

Breakfast is available for all students. Times for breakfast are listed in the “school hours” section. Please see the school menu each month for offerings and prices. **Once students enter for breakfast they may not leave the cafeteria until the 8:45 a.m. bell.**



## Code of Conduct and Behavior Expectations



In order for our school to maintain a productive learning environment, standards of conduct have been established. Expected conduct will be based on respect and responsibility in a manner that provides students with guidelines in a positive manner. Along with classroom procedures, students are taught expectations for common areas such as the cafeteria, playground, hallway and restrooms. In addition, these expected positive behaviors, which focus on respect and responsibility, are posted throughout the school.

The Roosevelt Elementary staff has worked hard to explain the expectations in common areas and throughout the school. While the types of expectations may change from area to area, the overarching expectation is for safe, respectful and responsible behavior throughout our school.

## Crossing Guards



Adult school guards are provided by the Lakewood Police Department and are under that department's direction. Crossing guards are stationed to ensure the safety of all children.

## Fees



Each child receives an itemized list for her/his grade level in the fall. Please return fee slips as soon as possible. Checks and money orders must be made payable to: Lakewood City School District. Cash will be accepted only if it is the exact amount. If fees cannot be paid promptly, payment arrangements can be made by calling the school office. Parents who are eligible for the waiver of student fees should complete and return the appropriate form as soon as possible. School fees can also be paid online at [lakewoodcityschools.org](http://lakewoodcityschools.org) and click on [student fees/EZpay](#).

## Field Trips



Throughout the school year, teachers plan various field trips that relate to the curriculum. In order to go on each field trip, students must have written permission from a parent/guardian. For many field trips there is a cost for entrance and/or transportation. The cost of field trips is the responsibility of parents.

## Lost and Found



This is located on the stage in the cafeteria.

## Lunch

Students may pack a cold lunch or buy a hot lunch and lunches are not to be shared. Please see the school menu for offerings and prices. In home packed lunches, beverages and foods should be in containers and packages which provide each child with an **independency for self-serving and consumption**. Gum is not allowed at school; please do not include it in your child's lunch. Students may purchase a snack for an extra fee. Prepaying for lunch is available; please contact the school office for further information.



## Moving



Please notify the office as soon as possible if you move. This will facilitate you getting timely mailings. If you should move to another school district, it is necessary to sign the Records Release Form authorizing the school to forward academic records to the new school.

## **Parent Notification/School Information Form**

At the beginning of each school year, you are required to update the student emergency contact form online. This is a very important document as the numbers on this form are used to contact you should it be necessary. **Please inform the office immediately of any changes in your information and update your information online with Registration Gateway.**

### **Family Engagement Plan**

**Roosevelt Elementary** School is committed to providing a quality education for all students and to recognizing the vital role of parents and the value of their input. The responsibility of education and care is shared with the parents, school and community. Partnerships among Roosevelt, parents and the larger community can engage, guide and motivate students to be productive citizens in our society. To that end, the following are jUSt some of the ways we hope to involve and support families:

Weekly/Monthly home communication about class curriculum and upcoming events

Connecting families to community and school resources to support mental health

Welcoming school climate with Open House, Concerts, Conferences, and volunteer opportunities as well as monthly events with PTA to promote family fun.

### **Physical Education**



- All children must have a pair of athletic shoes for all physical education activities.
- During the early spring and late autumn, all children should have a lightweight jacket or sweatshirt to use when physical education classes are held outdoors.
- A written excuse from parents is required if a child is unable to take physical education on a particular day. Recess activities will also be limited for that day.
- A doctor's excuse is required for a prolonged period of absence from physical education.

## Recess

Children will have outdoor recess unless the temperature or wind chill is below 20 degrees, it is raining, or the principal makes a determination for any other reason (i.e., snow, ice, etc.). **Please have children dress appropriately for the weather as all will go outside when the weather allows.** Toys, balls, cards, etc., should not be brought to school to use during the lunch time or recess.



## School Safety

To ensure the safety of your child, students will only be released to those that are designated on the student information contact list. In addition, identification may be required upon request.

## Treats

Should you choose to send a treat for a special occasion, please schedule it with the classroom teacher ahead of time, and drop the treat off at the office. The teacher usually sets aside 5-10 minutes at the end of the day. This does not allow any time for preparation. **Store bought, individually wrapped treats are best.** This allows us to avoid concerns over food allergies because the ingredients are listed on the package. Check with the teacher to see if any students in the classroom have food allergies. Treats that need to be cut into pieces are not acceptable. **We reserve the right to refuse a treat that does not follow these guidelines.**

## Vacations

Taking a student out of school for a vacation is an unauthorized absence. We will code it as such in our attendance records. Be mindful that it is not possible for elementary students to make up the instruction they have missed, as much of their instruction is interactive. We suggest that you have your child keep a journal about their trip and read daily. Find opportunities to make this time a learning as well as recreational experience.

# HEALTH SERVICES AND GUIDELINES

Health personnel are available on a daily basis. The purpose of health services at school is to perform screenings as scheduled, assess illnesses and injuries, give first aid as needed, assist with medical needs and medications, to notify parents and give advice about medical attention if necessary.

Children entering school are required to have immunizations according to the State of Ohio Immunization Requirements. These include DTP (diphtheria, tetanus, and pertussis), MMR (measles, mumps, and rubella), Polio vaccine, Hepatitis B, and Varicella (chicken pox).

During the school year, several screenings are done to ensure the good health of our students. These include vision, hearing, dental, speech/language, and physical screenings. If you do not want screenings done, please notify the principal.

A primary goal is the prevention and control of contagious illnesses. The following guidelines are in place to protect all of our students:

- A student should be free of vomiting, diarrhea, and fever (temperature over 100.4) for **24 hours** before returning to school in order to prevent the spread of illness to others. If your child is ill in the morning before school, keep her/him at home.
- A physician must evaluate a rash, and if medication is ordered for a contagious condition, **24 hours** of treatment must be complete before returning to school. The child must bring a note from the doctor stating that the rash is not contagious.
- Strep throat, conjunctivitis (pink eye), ringworm, impetigo, and other skin infections must be treated as prescribed by your physician for at least **24 hours** before your child may return to school; after returning to school, areas should be covered until healed.

These guidelines are suggested for the good of all students. A child who returns to school before being completely well runs a greater risk of infecting others. Illness such as chicken pox, flu, and strep could be serious and possibly life threatening to some students. We strive to keep children healthy and with your help, school can be a healthy place.

### Medication Administration Procedures



Students who are to take medication at school are required to:

1. Return a completed Parent Request and Authorization to Administer a Prescribed Medication/Drug or Treatment Form #5330 F1 (available in school office or District website).
2. The student who has been diagnosed with asthma must have parent/guardian and Physician complete the Authorization for the Possession and Use of Asthma Inhaler/Other Emergency Medication(s) Form #5530 F3 (available in school office or District website).

**Ohio's Inhaler Law:** permits students to carry their own inhalers.

Students using inhalers must follow the same guideline required above. The Authorization for the Possession and Use of Asthma Inhaler/Other Emergency Medication(s) Form #5530 F3 must be completed to ensure that the student and school personnel know what to do if the inhaler fails to operate.

3. If your student has a severe allergy and will have an epi pen at school, please provide the Authorization to Possess and Use an Epi-Pen (Epinephrine Auto-injector) Form#5330, as well the Allergy Action Plan to the school. If your child plans to carry an epi-pen during the school day, you must provide a second epi-pen that will be locked up in the schools health center (available in school office or District website).

These policies are for **any medication**, prescription and over-the-counter medicines. We will not administer any medication at school or on school field trips without a Parent Request and Authorization to Administer a Prescribed Medication/Drug or Treatment Form #5330 F1 completed and signed by the parent/guardian and physician. For further information, the full policy can be reviewed on the district website at [lakewoodcityschools.org](http://lakewoodcityschools.org).

## HOME AND SCHOOL COMMUNICATION

**Home and School communication is extremely important!** Teachers use various methods to communicate with parents. We try our best to keep families up to date on school activities. Please check the district and school websites for current information. It is important to check your child's book bag every evening for important communications.

### Chalk Talk Newsletter

Each school provides a monthly newsletter to parents and friends of the school to inform them about recent activities in the school. School news from the principal, various staff members, PTA/PTO and other reports are shared. The Chalk Talk is posted on the school website at [www.lakewoodcityschools.org](http://www.lakewoodcityschools.org). Hard copies are available upon request. The monthly cafeteria menu is available on the district website.

### Communication by E-Mail



The Lakewood School District provides its teachers access to e-mail for education purposes as well as to enhance home/school communication. While e-mail may be an efficient way of communication, it should not be assumed that any e-mail correspondence is entirely private and confidential. However, the District undertakes a number of measures to ensure the security and integrity of its technological resources.

### Parent-Teacher Conferences

Parent-Teacher Conferences are held at the end of the first grading period (mid-November) to discuss your child's progress.



## POLICIES AND PROCEDURES

### Civility

Maintaining an environment supportive of learning and free of disruptive conduct is important to the success of our children's education. To further this goal, it is the intent of the district to promote, through this policy, **mutual respect, civility and orderly conduct** among the district employees, parents/guardians, students, and members of the public. It is also the intent of this policy to encourage positive communication and to discourage disruptive, volatile, hostile or aggressive communications or actions. Furthermore, this policy is intended to maintain a safe, harassment-free environment for teachers, students, administrators, other staff, parents/guardians and the public. It is not the intent of the district to deprive any person of his/her right to freedom of expression. Furthermore, it is not the intent of the district to deprive any person of his/her rights and/or responsibilities under law, other policies of the Board of Education, collective bargaining agreements and/or administrative guidelines. The district encourages the public's cooperation with and adherence to this policy.

## Closing of School/Emergency Closings



- When school must be closed for weather conditions or an emergency, the official announcement will be broadcast over local radio and/or television stations. Additionally, you will be contacted by a “Blackboard Connect” phone call.
- Should severe weather occur while students are in school, parents will be notified via “Blackboard Connect” and/or text messages.
- DO NOT CALL THE SCHOOL as telephone lines must be kept open for emergency calls.
- Please note that parents and guardians have the option of keeping their children home in bad weather, even when schools remain open. That day will be regarded as an excused absence for the student and they will be allowed to make up all work without penalty.

## Dress Code

The objective of this dress code is to promote a positive educational environment, foster respect for all people, and strengthen school spirit and pride, while allowing students to dress comfortably, respecting diverse viewpoints, and within limits to facilitate safety, security, and learning. Students and parents/guardians are equally responsible for proper dress and appearance at school that positively reflects the Lakewood City Schools. There is appropriate and inappropriate attire for all of life's activities. Keeping these ideas in mind, the following dress code requirements will be enforced during school hours:

### GENERAL GUIDELINES

- All clothing must be of appropriate size and fit neatly.
  1. Clothing that exposes undergarments/underwear are not permitted.
  2. Students' clothing/attire cannot overexpose the students' back, chest, and/or stomach while sitting or standing. Shirts must be able to be tucked in.
  3. Tight fitting bottoms (yoga pants, leggings, jeggings, etc.) may be worn so long as the garment worn on top covers the buttocks.
  4. All garment bottoms are to be worn at one's true waist and must be mid-thigh or longer.
  5. Pajamas are not allowed.
  6. Sleeveless tops are permissible with straps that are a minimum of 2 inches.
- Clothing that contains holes, shreds or is in disrepair is not permitted.
- Shoes, sandals, or boots must be worn.
- No hats, head coverings or hoods may be worn inside the building unless the head covering is worn for religious purposes.
- Heavy outerwear or long coats may not be worn inside the building.
- Sunglasses may not be worn inside the building.
- Any article of apparel, clothing, accessory, tattoo or hair that promotes gangs, subversive groups, drugs, alcohol, tobacco, sex, violence, criminal activity, or is offensive or degrading is not permitted.
- Any article of apparel, clothing, and/or accessory that presents a hazard to the individual or to other people is not permitted.
- Anything that may cause a distraction to the educational process or is deemed inappropriate by administration is not permitted.

Final decision as to acceptability of student attire rests with the school administration. We acknowledge there are specialized programs within the district and those programs may require attire outside of the designated dress code. All exceptions must be approved by school administration. Board Approved: 5/16/16

<b>PTA/PTO</b>
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**Roosevelt's PTA meets monthly and has Family Nights throughout the school year. Join Us!**

**Some past events have included**

**Fall Fest, chili cook off,**

**pool party at LHS and PTA Bingo Nights!**

## STUDENT ACTIVITIES

### **D.A.R.E. (Drug Abuse Resistance Education)**



The DARE program is presented to all fifth graders by the Lakewood Police. These lessons cover several weeks and teach students about the dangers of taking drugs and alcohol as well as help students build strong decision-making skills.

#### ***Some examples of other activities students may be interested in:***

Choir-	4th and 5th graders after school
Band/Orchestra-	5th graders may elect to do this for Music Education.
Walking Club-	all students/families are encouraged to participate (Winter)
DARE basketball team-	5th graders
DARE Dance team-	5th graders
After school Reading Groups	

***Please note that the following policies are District policies encompassing K-12 students. Please refer to applicable sections as they pertain to the grade level of your child(ren).***

### **USE OF MEDICATION**

The Board shall not be responsible for the diagnosis and treatment of student illness. With the exception of diabetes care covered under Policy 5336, the administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board

shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent. These documents shall be kept on file in the health center office, and made available to the persons designated by this policy as authorized to administer medication or treatment. A copy of the parent's written request and authorization and the prescriber's written statement must be given, by the next school day following the District's receipt of the documents, to the person authorized to administer drugs to the student for whom the authorization and statement have been received. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct/Discipline Code.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a

locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator in a place not commonly used by students, and unless the medication to be administered is diabetes medication, which must be kept in an easily accessible location pursuant to Policy 5336.

Parents may administer medication or treatment but only in the presence of a designated school employee, with the exception of diabetes care covered under Policy 5336.

Additionally, students may administer medication or treatment to themselves, if authorized in writing by their parents and a licensed health professional authorized to prescribe drugs but only in the presence of a designated school employee, with the exception of students authorized to attend to their diabetes care and management pursuant to Policy 5336.

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician.

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine auto-injector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted written approval. The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911). Students with diabetes authorized to attend to their diabetes care and management may do so in accordance with Policy 5336.

With the exception of diabetes care covered under Policy 5336, only employees of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and are designated by the Board may administer prescription drugs to students in school.

With the exception of diabetes care covered under Policy 5336, provided they have completed the requisite training, the following staff are authorized to administer medication and treatment to students:

- a. Principal
- b. School nurse
- c. Building secretary
- d. Others designated by student's IEP and/or 504 plan

No employee will be required to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

## **I. CODE OF CONDUCT**

Student conduct will be based on respect and consideration for the rights of others.

Control of pupil conduct should be such that procedures used will assist in advancing the purpose of education as approved by the Board of Education. Rules and regulations for this purpose shall be consistent with policies of the Board and applicable state laws. The intent of all disciplinary proceedings should be the development of student growth and responsibility and should be carried out in the spirit that students and staff shall treat one another with dignity.

It shall be the duty of principals and teachers to enforce such rules for school and class control as the school administration may establish and to make efforts with parents and students to change unsatisfactory behavior patterns.

The pupil has a right to know that removal from school, suspension, expulsion, driver's license revocation, permanent exclusion, or legal prosecution may result from the following acts of misconduct and/or violation of these rules in the school, on school grounds, at school functions, or on the way to or from school.

A student shall not encourage, instigate or conspire with others to commit the acts prohibited in items A-O.

### **A. DISRUPTION OF SCHOOL**

A student shall not engage in the use of violence, force, noise, coercion, threat, or other expressions of behavior or dress to cause or potentially cause material disruption or obstruction to normal operation of the classroom or the school day. Examples include but are not limited to:

- 1) dress code policy violations,
- 2) electronics violations,
- 3) violations of classroom or school rules
- 4) setting off firecrackers, smoke bombs, or incendiary devices,
- 5) making noise or acting in any manner so as to interfere with the teacher's ability to conduct his/her class,
- 6) falsifying information,
- 7) tampering with safety devices.

### **B. DAMAGE, DESTRUCTION, SETTING FIRES, OR THEFT OF SCHOOL AND/OR PRIVATE PROPERTY**

A student shall not cause or threaten damage to, or steal, school property or property belonging to others. Students and their parents or guardians will be held responsible for any vandalism, damage, or destruction that the student commits on school property. Remuneration for the complete restoration of the damage to school property will be required.

### **C. ASSAULT**

A student shall not cause physical injury, sexual harm, or behave in such a way which could cause physical injury to other persons.

### **D. HARRASSMENT/THREATS**

A student shall not intimidate, harass, coerce, or threaten other persons so as to cause them emotional, social, or physical distress.

#### **E. PHYSICAL ALTERCATION**

A student shall not engage in fighting, hitting, unauthorized touching, disruptions or attempt to use physical force on another person for the purpose of intimidating, insulting, abusing, menacing, or physically injuring such person. A student shall not act or behave in such a way as to cause another person to believe that the student will inflict physical harm to the person or property of such other person. A student shall not act or behave in reckless disregard for the physical safety and well-being of other persons. A student shall not encourage, instigate or conspire with others to commit any of the aforesaid prohibited acts.

#### **F. VERBAL/WRITTEN ALTERCATION**

While at school functions, whether or not on school premises, a student shall not use profanity or obscenity, either verbal or written, in communication with, or in the presence of another person, nor shall any student use obscene gestures or signs in communication with or in the presence of another person.

#### **G. DANGEROUS WEAPONS OR INSTRUMENTS**

A student shall not possess, handle, transmit, or conceal any weapon or instrument capable of harming another person. This list includes, but is not limited to, guns, knives, ice picks, clubs, brass knuckles, explosives, noxious irritation or poisonous gases, fireworks, and matches and lighters of any kind, or any other device that may be used as a weapon. Any student with direct knowledge of or who witnesses a violation of this rule and who fails to bring it to the attention of a school employee may be held accountable to the same degree as the other student(s) involved.

#### **H. NARCOTICS, DRUG PARAPHERNALIA, ALCOHOLIC BEVERAGES, AND OTHER DRUGS**

A student shall not possess, use, exhibit evidence of use, transmit, or conceal narcotics, drug paraphernalia, alcoholic beverages, counterfeit or look-alike drugs, or any other prescribed or over-the-counter drugs. Any student with direct knowledge of or who witnesses a violation of this rule and who fails to bring it to the attention of a school employee may be held accountable to the same degree as the other student(s) involved.

#### **I. DEFIANCE OF AUTHORITY AND/OR REPEATED VIOLATIONS**

A student shall not defy appropriate authority or repeatedly fail to comply with directions of any authorized school personnel.

#### **J. PROFANITY AND/OR OBSCENE GESTURES**

A student shall not use profanity or obscene gestures in any form.

#### **K. TOBACCO**

The use or possession of tobacco in any form by students in any area under the control of the school district or at any activity supervised by any school within the district is expressly prohibited. Any student with direct knowledge of or who witnesses a violation of this rule and who fails to bring it

to the attention of a school employee may be held accountable to the same degree as the other student(s) involved.

#### **L. GANGS/GANG-LIKE ACTIVITY**

No person shall participate or otherwise be involved in gangs or gang-like activity on school property or at school-sponsored activities. Gang and gang-like activities that are prohibited include, but are not limited to, recruiting or initiating members, wearing clothes or symbols that identify a person as a gang member, fighting, assaulting, hazing, defacing property with gang or gang-like graffiti, and establishing "turf."

#### **M. ATTENDANCE**

Students must comply with state laws and school regulations regarding attendance. Repeated acts of truancy or tardiness will be considered violations of this section. Leaving campus without permission may be considered a violation of this section.

#### **N. UNAUTHORIZED USE OF SCHOOL PROPERTY, PRIVATE PROPERTY OR THE INTERNET**

Student access to the Internet and the district computer network is a privilege, not a right, which may be revoked at any time for improper use as identified in the Internet Acceptable Use Policy adopted by the Board of Education. Students and parents of students under the age of 18 must sign forms or acknowledge online via Infosnap their understanding of the risks and the district's expectations for appropriate use of technology, electronic resources, and the Internet and to indicate their agreement to comply with this policy and its rules and regulations. The forms will be kept on file by the district as binding legal documents.

#### **O. BULLYING AND OTHER FORMS OF AGGRESSION**

Bullying, as indicated in Board Policy 5517.01, is defined as behavior that is continued and repeated and includes an imbalance of power. Aggressive behavior toward a student, whether by other students, staff or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, psychological abuse, sexual violence and stalking as well as violence within a dating relationship. The schools will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation.

It is understood that a violation of rules specific to individual schools, which are considered not so serious in nature as the above offenses, will result in less severe disciplinary action.

#### **II. DISCIPLINARY PROCEDURES**

The progressive disciplinary procedures listed below may be utilized but are not all inclusive of actions which may be taken.

#### **A. PARENT/GUARDIAN CONFERENCE**

Parents or guardians may be requested to attend a conference with school personnel if attendance or discipline problems arise relating to a particular student

#### **B. COMMUNITY SERVICE WORK**

Based upon the recommendation of a Principal or Administrator, in lieu of being excluded from school, community/school service may be assigned.

#### **C. IN-SCHOOL ASSIGNMENT/REMOVAL**

In lieu of being excluded from school, the offender is scheduled for detention in an isolation study room for a specific length of time. Parents are given prior notification if the detention extends more than 15 minutes beyond the regularly scheduled school day.

#### **D. DETENTION**

In lieu of being excluded from school on suspension, the student may be assigned detention outside of regular school days/hours.

#### **E. REMOVAL BY TEACHER**

If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, then the teacher may remove the pupil from curricular or extracurricular activities under his/her supervision.

1. Students are not to be removed from the school premises. They are to be sent to the office of the Principal.
2. Removal of students shall be limited to no more than one school day for any single incident. The teacher will attempt to contact the student's parent or guardian within one school day to discuss the reasons for the removal.
3. The specific reasons for removal by the teacher will be submitted to the Principal in writing as soon after the removal as practicable.
4. The Principal will notify the teacher of the disposition.

#### **F. REMOVAL BY ADMINISTRATOR**

If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, then the Superintendent, Principal, or Assistant Principal may remove the pupil from curricular or extracurricular activities or from the school premises.

1. An attempt will be made to notify his/her parent or guardian immediately by telephone of the removal and reasons for it. If it is intended that the pupil be removed from a curricular or extracurricular activity for more than one school day, or from the school premises, a due process hearing must be held within three school days after the removal is ordered. Written notice of the hearing and the reason for the

removal and any intended disciplinary action must be given to the pupil as soon as practicable prior to the hearing.

2. When a pupil is removed from a curricular or extracurricular activity for less than one school day, due process requirements do not apply. However, if suspension or expulsion is intended, the due process requirements of the law must be followed.

#### **G. LOSS OF DRIVING PRIVILEGES**

Students under age 18 shall have their driving privileges suspended or denied by the State of Ohio, Bureau of Motor Vehicles for:

1. Excessive Absence - absence without legitimate excuse for more than ten (10) consecutive school days or for fifteen (15) total school days.
2. Unauthorized Withdrawal - whenever a student of compulsory school age has stopped attending school (withdrawn) for a reason other than the change of residence and is not enrolled in and attending a school with an approved program to obtain a diploma.
3. Drug/Alcohol Suspension/Expulsion
4. Firearm/Knife/Weapon Suspension/Expulsion

Whenever the Superintendent of Schools receives information that a student is not attending school as required by law, the Superintendent shall notify the Registrar of Motor Vehicles and the Juvenile Court Judge of Cuyahoga County.

Whenever a student is suspended or expelled for drug/alcohol use/abuse in accordance with Board of Education Policy 5114, the Superintendent of Schools may notify in writing the Registrar of Motor Vehicles and the Juvenile Judge of Cuyahoga County of such suspension or expulsion. The notifications shall be given within two (2) weeks after the suspension or expulsion.

Whenever a student is suspended or expelled for misconduct involving a firearm, knife or other weapon in accordance with Board of Education Policy 5114, the Superintendent of Schools shall notify in writing the Registrar of Motor Vehicles and the Juvenile Judge of Cuyahoga County of such suspension or expulsion. The notifications shall be given within two (2) weeks after the suspension or expulsion.

#### **H. SUSPENSION**

Only the Principal and/or the Superintendent may initiate suspension proceedings. Removal from school for suspension shall not exceed ten (10) school days.

1. The pupil is informed in writing of the intended suspension and the reasons for the proposed action.

2. The pupil is provided an opportunity for an informal hearing to discuss the reason for the intended suspension and/or otherwise explain his/her actions.
3. An attempt is made to notify his/her parent, guardian, or custodian immediately of the impending action and the reasons for it.
4. Within one school day, a letter is sent to the parent, guardian, or custodian stating the reasons for the suspension and including notice of their right to appeal such action to the Board of Education or to its designee, to be represented in appeal proceedings, to be granted a hearing before the Board or its designee, to request such hearings be held in executive session, and in some cases that the Superintendent may seek permanent exclusion.
5. Simultaneous written notice of the suspension is sent to: 1) Superintendent of Schools, 2) Treasurer of the Board of Education, and 3) pupil's school record.

#### **I. EXPULSION**

A pupil may be expelled by the Superintendent of Schools in accordance with procedures outlined by Ohio statutes.

Prior to the expulsion, the Superintendent will enact the following procedures:

1. Give the pupil and the parent(s), guardian, or custodian written notice of the intention to expel and the reasons for the intended expulsion. That notice will advise the pupil and his/her parent, guardian, custodian, or other representative of their right to appear in person before the Superintendent or designee to challenge the reasons for the expulsion. That notification will carry the place and time of the hearing, which will take place no earlier than three (3) school days and no later than five (5) school days after the notice is sent. The Superintendent may grant an extension of time upon request provided all parties involved are notified.
2. Conduct a hearing when practicable under appropriate guidelines of hearing procedures within the above stated period.

Within one school day of the expulsion, the Superintendent must notify the parent, guardian, or custodian and Treasurer of the Board of the action to expel the pupil. The notice must include the reasons for the expulsion; the right of the parent, guardian, or custodian to appeal to the Board of Education or its designee; the right to be represented at the appeal, to be granted a hearing before the Board or its designee, and to request the hearing to be held in executive session; and in some cases that permanent exclusion may be sought. In addition, the notice will refer students under long-term expulsion (more than twenty days) to information about social service agencies that work toward the improvement of attitudes and behavior.

If any student who is seeking admission to the district has been expelled from another school district, the district may deny admission until the term of his/her expulsion has expired.

#### **J. WEAPONS EXPULSION**

The Superintendent will expel any student who brings a firearm or knife on school property, in a school vehicle, or to any school-sponsored activity for one calendar year. The Superintendent has sole discretion to reduce the period of any such expulsion.

#### **K. VIOLENT CONDUCT EXPULSION**

The Superintendent may expel any student for one calendar year who commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act (a) would be a criminal offense if committed by an adult; and (b) results in serious physical harm to person(s) as defined in R.C. 2901.01 (A)(5), or to property as defined in R.C. 2901.01 (A)(6). The Superintendent has sole discretion to reduce the period of any such expulsion.

#### **L. BOMB THREAT EXPULSION**

The Superintendent may expel any student for one calendar year who makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat. The Superintendent has sole discretion to reduce the period of any such expulsion.

#### **M. PERMANENT EXCLUSION**

A pupil who is age sixteen or over and a convicted or adjudicated delinquent may be permanently excluded from school for the following offenses:

- conveying deadly weapons, possessing deadly weapons, or carrying a concealed weapon on school property or at a school function,
- trafficking in drugs on school property or at a school function,
- murder or aggravated murder, voluntary or involuntary manslaughter, or assault or aggravated assault on school property or at a school function,
- rape, gross sexual imposition, or felonious sexual penetration on school property, at a school function, or when the victim is a school employee,
- complicity in any of the above offenses, regardless of location.

Permanent exclusion is implemented by the State Superintendent of Public Instruction upon recommendation of the district Superintendent and local Board of Education.

#### **III. STUDENT SEXUAL HARASSMENT POLICY**

It is the policy of the Lakewood City Schools to maintain a learning environment that is free of sexual harassment.

Sexual harassment shall consist of unwelcomed sexual advances, requests for sexual favors, or other inappropriate verbal or physical conduct of a sexual nature by a member of the student body to another person. Sexual harassment may

include, but is not limited to, unwanted touching, patting, pinching, verbal or written comments of a sexual nature, pressure for sexual activity, sexual gestures and jokes.

Students who engage in sexual harassment during school or at any school-sponsored event will be subject to appropriate discipline which may include suspension and expulsion.

#### **IV. SEARCH AND SEIZURE**

Administrators may, with reasonable cause, search students and student possessions. These searches should not be conducted unless the administrator has reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school.

Lockers are the property of the Board of Education. Lockers and the contents of all lockers are subject to search at any time

without regard to whether there is reasonable suspicion that any locker or its contents contain evidence of a violation of a criminal statute or a school code. (ORC 3313.20)

**NOTE: The district will follow provisions outlined in the Ohio Revised Code, Federal Statute, the Individuals with Disabilities Education Act (IDEA), and the Ohio Model Policies for Children with Disabilities.**

Student Services  
Rev. 5/96  
Rev. 9/01  
Rev. 9/07  
Rev. 9/23/13

### **ANTI-HARASSMENT, STUDENT HAZING, BULLYING AND AGGRESSIVE BEHAVIOR POLICY**

**Listed below are three separate policies which can apply differently, dependent upon the circumstance of the claim.**

#### **ANTI-HARASSMENT**

##### **General Policy Statement**

It is the policy of the Board to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on sex, race, color, national origin, disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify

such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, and professional and classified staff, as well as Board members, agents, volunteers,

contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

##### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

#### **DEFINITIONS**

##### **Harassment**

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

### **Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the

effect of creating discomfort and/or humiliation to another.

- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

**Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in Ohio Revised Code 2907.03. The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.**

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin Harassment**

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

#### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

#### **Reports and Complaints of Harassing Conduct**

Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of sexual and other forms of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy. The names and titles of these individuals will be published annually on the School District's web site.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), to advise

s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

#### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

#### **Informal Process for Addressing Complaints of Harassment**

The administrative guidelines will include an informal complaint process to provide members of the School District community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School District community or third parties who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The administrative guidelines will include as a requirement the prerequisite that the informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process. Those members of the School District community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process. However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated.

#### **Formal Process for Addressing Complaints of Harassment**

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Members of the School District community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one of the Complaint Coordinators identified in the administrative guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to

verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the administrative guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

A copy of the written report will also be delivered to the member of the School District community or third party making the complaint and the individual accused of the harassing conduct.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct.

The decision of the Superintendent shall be final.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Ohio Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy and administrative guidelines or in such other manner as deemed appropriate by the Board or its designee.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due

process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

### **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy. All training regarding the Board's policy and harassment in general, will be age and content appropriate.

### **Retaliation**

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

### **Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

State law defines certain contact between a teacher and a student as "sexual battery." If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined in Ohio's Criminal Code, such knowledge should be immediately reported to local law enforcement.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance

Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

### **Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension**

The Superintendent will report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery, and will, in accordance with Policy 8141, suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

### **STUDENT HAZING**

Hazing activities of any type are inconsistent with and disruptive to the educational process and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with the law.

The Superintendent shall distribute this policy to all students and Board employees and shall incorporate it into building, staff and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

Administrators, staff members, and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

### **BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, sexual violence, stalking, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy (as adopted per HB 276 and HB 19).

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. sexual violence, stalking, and violence within a dating relationship.

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

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying,

intimidating, menacing, coercion, name calling, taunting, making threats, and hazing. This policy's use of the terms intimidation, harassment and bullying includes aggressive behavior, as set forth above.

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
  
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

Harassment, intimidation, or bullying also means cyberbullying or electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of harassment, intimidation, bullying or aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be harassment, intimidation, bullying or aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about harassment, intimidation, bullying or aggressive behavior that may violate this policy shall be

promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, bullying, or cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension (including for cyberbullying) or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

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, or bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment, intimidation, or bullying. Deliberately or making intentionally false reports about harassment, intimidation, or bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and deliberate or intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been harassment, intimidation, or bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of harassment, intimidation, or bullying against a specific student are verified, the building

principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, or bullying.

If after investigation, act(s) of harassment, intimidation, or bullying or cyberbullying by an electronic act or otherwise, by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification. Discipline, including discipline for cyberbullying, may include suspension or up to expulsion for students.

The District shall protect victims from additional harassment, intimidation, bullying, or cyberbullying and shall also protect other students or individuals involved in making a good faith report of harassment, intimidation or bullying (including cyberbullying). Additionally, the District shall implement any other necessary intervention strategies to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

### **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal complaints or anonymous complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal complaint or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due

process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **Privacy/Confidentiality**

The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy shall be maintained as confidential to the extent permitted by law.

### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site, (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Immunity**

A District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, or bullying.

### **Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks.

At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Employee training materials must also include information on this policy.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the District community related to the implementation of this policy. All training regarding the Board's policy and aggressive behavior and bullying in general will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention

education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

To the extent that State or Federal funds are appropriated for these purposes, the District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training. Additionally, the District shall provide training on their anti-bullying policies as a part of the in-service training for all teachers, administrators, counselors, nurses, and school psychologists. These designated employees must receive in-service training in (1) the prevention of child abuse, violence, and substance abuse, (2) school safety, (3) the promotion of positive youth development, and (4) in the case of middle school and high school employees, the prevention of dating violence. Employees must complete at least four hours of the in-service training within two years after commencing employment and every five years thereafter.

The complaint procedure established by the Superintendent shall be followed.

## Notifications and Policies

### Topic

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Notifications regarding the following can be found on the Lakewood City Schools website ([www.lakewoodcityschools.org](http://www.lakewoodcityschools.org)) by choosing the *For Parent* tab and then *Annual Parent Notices*:

- FERPA
- Directory Information
- Pupil Rights Amendment
- Non Discrimination Notice
- Federal & State Grant Projects
- Child Find
- Right to Request Teacher Qualifications

Policies regarding the following can be found on the Lakewood City Schools website ([www.lakewoodcityschools.org](http://www.lakewoodcityschools.org)) by choosing *Board of Education* and then *Board Policies* and they are also accessible at <http://www.neola.com/lakewood-oh> and incorporated herein.

### General Information

2105	Mission of District
	<u>Equal Education Opportunity</u>
2260	Non-discrimination and Access to Equal Education Opportunity
5730	Equal Access for Non-District Sponsored Clubs and Activities
5780	Student/Parent Rights
8105	Civility
8220	School Day
	<u>Student Well Being</u>
3213	Student Supervision and Welfare
4213	Student Supervision and Welfare
	<u>Injury and Illness</u>
5310	Health Services
5320	Immunization
5330	Use of Medications
5335	Care of Students with Chronic Health Conditions
5336	Care of Students with Diabetes
5340	Student Accidents
5320	Immunizations
5341	Emergency Medical Authorization
8450	Control of Casual-Contact Communicable Disease
8453	Direct Contact Communicable Diseases
8453.01	Control of Blood-Borne Pathogens
8453.02	Student Exposure to Blood-Borne Pathogens

Enrolling in the School

- 5111 Eligibility of Resident/Nonresident Students
- 5111.01 Homeless Students
- 5111.02 Educational Opportunity for Military Children
- 5112 Entrance Requirements
- 5113 Inter-District Open Enrollment
- 5113.01 Intra-District Open Enrollment
- 5113.02 School Choice Options Provided by the No Child Left Behind Act
- 5114 Foreign Exchange Students
- 5120 Assignment within District
- 5131 Student Transfers
- 5230 Late Arrival and Early Dismissal

5130 Withdrawal from School

2460 Special Education

8330 Student Records

Student Fees and Fines

- 6152 Student Fees, Fines and Charges
- 6152.01 Waiver of School Fees for Instructional Materials

5830 Student Fund Raising

Meal Service

- 8500 Food Services
- 8531 Free and Reduced-Price Meals

8400 School Safety

8420 Emergency Situations at Schools

8210 School Calendar

- 8405 Environmental Health and Safety Issues
- 8431 Preparedness for Toxic Hazard and Asbestos Hazard

9150 School Visitors

Use of School Equipment and Facilities

7530 Lending of Board-Owned Equipment

Advertising Outside Activities

- 5722 School-Sponsored Publications and Productions
- 8800 Religious/Patriotic Ceremonies and Observances

**Academics**

2340 Field and Other District-Sponsored Trips

Grades

5421 Grading

5410 Promotion, Academic Acceleration, Placement, Retention  
2623 Student Assessment and Academic Intervention Services  
2623.02 Third Grade Reading Guarantee

5460 Graduation Requirements  
5460.01 Diploma Deferral  
5464 Early High School Graduation  
2370 Educational Options  
2271 College Credit Plus Program

2330 Homework

7540 Computer Technology and Networks  
7540.07 Technology Resources Acceptable Use – Students

### **Student Activities**

2430 District Sponsored Clubs and Activities  
2430.02 Participation of Community School Students in Extra-Curricular Activities  
2430.03 District-Approved Interscholastic Extracurricular Clubs and Activities; Standards of Eligibility

Athletics

5610.05 Prohibition from Extracurricular Activities  
2431 Interscholastic Athletics  
5900 Sportsmanship, Ethics and Integrity

5895 Student Employment  
5855 Student Attendance at School Events

### **Student Conduct**

5200 Attendance  
5500 Student Conduct  
5516 Student Hazing  
5517 Anti-Harassment  
5517.01 Bullying and Other Forms of Aggressive Behavior  
5600 Student Discipline Code (5772, 5500, 5517, 5600, 5610, 5610.01)  
5610.01 Permanent Exclusion of Non-Disabled Students  
5611 Due Process Rights  
5540 Interrogation of Students  
5722 School Sponsored Publications and Productions

### **Transportation**

5610.04 Suspension of Bus Riding/Transportation Privileges  
8660 Transportation of Students by Private Vehicle  
5514 Use of Bicycles  
5515 Use of Motor Vehicles

**PARENT/STUDENT HANDBOOK RECEIPT AND ACKNOWLEDGEMENT**

**Parent/Guardian Acknowledgement**

By signing below, I, \_\_\_\_\_, the Parent/Guardian of \_\_\_\_\_, acknowledge that I have received, read, and understood the information and Board Policies contained in this Student/Parent Handbook. I also understand that additional information on the content of this Handbook may be found in the Board Policies at <http://www.neola.com/lakewood-oh> or by contacting the District's Department of Student Services.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Student Acknowledgement**

By signing below, I, \_\_\_\_\_, acknowledge that I have received, read, and understood the information and Board Policies contained in this Student/Parent Handbook, and that I have given the Handbook to my Parent/Guardian for his/her review. I also understand that additional information on the content of this Handbook may be found in the Board Policies at <http://www.neola.com/lakewood-oh> or by contacting the District's Department of Student Services.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date