

**Lakewood High School
Student and Parent Handbook
2016-2017**



Mr. Tom Einhouse, President
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LHS Rules, Rights, and Responsibilities

Philosophy and Development

Lakewood High School provides many opportunities for the continued development and reinforcement of personal and social responsibility. A responsibility-oriented school provides an orderly, supportive, and safe environment. Students, parents, and staff at Lakewood High School want to foster an attitude of concern and respect for one another. Positive attitudes are essential for good health, successful achievement, and the development of responsible individuals.

Acceptance and day-to-day application of the following will result in producing an environment that is fair to all and conducive to learning:

- Give and earn respect from all members of the Lakewood High School community.
- Lakewood High School is an alcohol, drug, and tobacco free environment.
- Students must wear IDs at all times.
- The use of positive and appropriate language is expected.
- Students should attend school daily and arrive on time.
- Students should come to school prepared to learn, with homework completed and the necessary supplies.
- Be respectful and courteous to and from school and in the community.
- Students should dress for success and safety.
- Students should follow their written schedule. Questions regarding the interpretation of the rules on these pages may be addressed to any one of the House Principals.

West Shore Career-Technical District (WSCTD) The West Shore Career-Technical District is an extension of the Lakewood High School program; therefore, students who elect to attend West Shore are subject to the disciplinary action based upon the Student Code of Conduct of either Lakewood High School and/or the West Shore Career-Technical District. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

Student Journalism Official student publications (newspaper, yearbook, magazines, web sites, etc.) are a part of the school curriculum and final editorial control remains with school. Non-school sanctioned publications may not be posted or distributed on school property or at any school related activity.

Scope of Jurisdiction The student code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, commencement exercises, class trips, prom, or other school activities or programs. In addition, this code of conduct includes:

- Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
- Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an

official or employee

Video Surveillance

All students, parents, and staff are advised that as a public school facility, individuals should not always expect privacy in connection with their actions and activities while on or about the campus. In an effort to increase school district security, provide greater safety for students, parents, staff, and building visitors, and to reduce vandalism and theft, many areas of the high school campus, both internally and externally, will be under video surveillance up to 24 hours a day/7 days a week. The digital recordings are available for administrative use only and may be used to enforce the Student Code of Conduct, provisions by the school district, and law as necessary. Recordings will not be shown to others except where required by court proceedings or as required by law enforcement.

Security Hotline

A security hotline exists for individuals to make anonymous tips to our security and administration in an effort to maintain the highest levels of safety for our students. The Hotline number is: 216-227-5311. Messages can be left 24 hours a day and will alert our district security administrator upon receipt.

Safety

The following miscellaneous items should also be followed. Additional rules and policies will be enforced as needed to ensure the safety of all.

- Running, carrying sharp objects, throwing items, pushing, and any other activities that may endanger students are not permitted.
- Students are not to sit on railings, stairs, desks or tables.
- Students must follow any additional safety guidelines set by class instructors.
- Possession of matches, lighters, and all flammables is prohibited.
- Students are not permitted to have bicycles in the building.
- Skateboards must be placed in lockers upon arrival to school and may not be used in the building.
- Students are not permitted to carry medications except prescribed inhalers (with medication form on file in the Health Center).
- Possessing/discharging spray gas (mace, stink bombs, pepper gas, etc.) is prohibited.
- Possession of weapons or look-alike weapons will result in referral to law enforcement agencies and could lead to permanent exclusion from all Ohio schools.
- Students shall not engage in unwanted or inappropriate physical contact with staff or other students. Students shall not possess, handle, transmit, or conceal any object commonly classified as a deadly weapon or dangerous ordnance while on any property owned or controlled by the school district or while at any activity held under the auspices of the school. Violation of this is a felony under ORC Section 29.33. Possession of weapons or look-alike weapons will result in referral to law enforcement agencies and could lead to permanent exclusion from all Ohio schools.

Bullying and Other Forms of Aggression Board Policy 5517.01 The Lakewood City Schools is committed to providing a safe, positive, and nurturing educational environment for all of its students. We encourage the promotion of positive interpersonal relations between members of the school community. 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, cyber and psychological abuse. The schools 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 on school property or while en route 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, or where an employee is engaged in school business.

Civility Policy

Board Policy 8105

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 Lakewood City Schools to promote, through this policy, **mutual respect, civility and orderly conduct** among the district employees, parents/guardians and 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, 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 Lakewood City Schools, collective bargaining agreements and/or administrative guidelines. The district encourages the public's cooperation with and adherence to this policy.

Unacceptable/Disruptive Behavior

Any conduct that disrupts or interferes with the discipline, good order, lawful conduct or administration of any district class or activity constitutes unacceptable behavior. This conduct includes but is not limited to:

- Disruption of or threats to disrupt district classrooms, activities, and/or operations;
 - Threats to the health and safety of students, district employees or other persons;
 - Use of obscenities or demanding, loud, insulting and/or demeaning speech; and/or
 - Unauthorized entry onto district premises and grounds.
- ### Recourse of District Employees in Handling Unacceptable/Disruptive Behavior
- **Informal Request to Cease and Desist Behavior:** The district employee shall give a verbal warning to the offending party and advise the offender that further incidents will result in formal action by the district.
 - **Formal Request to Cease and Desist Behavior:** The district employee shall request the person engaging in unacceptable or disruptive behavior to cease such behavior, shall verbally notify the offending person that the meeting, conference, telephone conversation, or any other activity being engaged in at the time is terminated, and shall report such person to the Principal. The Principal shall forward a copy of the Civility Policy to the offending party if one cannot be given in person. If necessary, the offending party shall be requested to promptly leave district property.
 - **Security/Police Notification:** If the offending party's unacceptable/disruptive behavior continues after a formal request by the district employee to cease such behavior (Subsection B.2. above), or if the offending party's initial behavior exceeds the level of threat or harm associated with the behavior described in Section A above, the district employee shall notify the Principal, who shall notify the police as appropriate. If the Principal is unavailable, the district employee shall notify the police as appropriate.
- Documentation** Any violation of this policy by any person after receiving a verbal warning from a district employee (Subsection B.1. above) shall be recorded by the district employee on a Civility Policy Incident Report and given to the Principal. Policy Adopted: 6/11/2007

ID Cards

Each student will be issued a photo ID and lanyard. All students enrolled at Lakewood High School are required to wear an Identification Card at all times. This is important because it allows for the identification of LHS students. The ID is school property and may be requested at any time by a staff

member. Failure to properly wear the Identification Card may result in disciplinary action. Defacing or altering the ID card is not permitted.

Students must present Identification Cards to enter the building, gain access to the cafeterias, the LRC, to purchase a lunch, to leave or re-enter campus for career-technical programs, to vote in school elections, to check out books from the LRC, to be issued textbooks, and to purchase tickets and gain entrance to dances and other school activities. Additional requirements may be added at any time. Replacement ID cards can be ordered through the bookroom at a cost of \$5 each. The cost of replacement cards will be added to the student's fees.

Lockers

All lockers are the property of the Board of Education and are subject to inspection by authorized school personnel and law enforcement officers. 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 contents contains evidence of a violation of a criminal statute or a school code. (Ohio Revised Code 3313.20) Searches of lockers may include the assistance of dogs trained to detect the presence of drugs.

Anything posted in or on lockers that graphically or symbolically promotes sex, drugs, alcohol, or violence is prohibited. Lockers are not to be written on, scratched, or otherwise defaced. Anyone found responsible for locker damage will be held financially accountable.

Students are responsible for all books, clothing, and other items stored in the locker. It is recommended that students not bring valuable items to school. LHS assumes no responsibility for lost or stolen items. However, the administration does urge students to notify their House Office and file a theft report if necessary.

Students may register for a locker in the L-Room. Only ONE student will be assigned per locker. **All students** are expected to use school lockers in an appropriate manner. **If locker problems arise, immediately contact an administrator.** A combination lock is required for lockers in the Main Building. **Students are cautioned not to give their lock combinations to other students.** The locker number and combination should be registered in the L-Room. Lockers in need of repair must be reported immediately to the student's House Office.

Sale, Distribution, or Posting of Items Students are prohibited from selling, distributing and/or posting any items without the prior authorization of administration.

Textbooks - Issued and Returned

Textbooks are furnished by the Lakewood Board of Education to each student attending school. They are issued by the Bookroom with the student's current ID card. These books should be handled with care and returned to the Bookroom at the end of the school year, when the subject has been completed, or when the student withdraws.

Books Not Returned/Lost/Damaged

Payment will be required for lost or damaged books. If a student loses a textbook, he/she should report this to the Bookroom where unclaimed textbooks are returned. If the book has been returned, the student will be issued another textbook. If the book has not been returned, the student must obtain a written request from the student's House Principal for a second issue and acknowledge-

ment of responsibility for the original lost book from the student's House Office. Books not returned are added to students' fees. If the lost/paid book is then returned to the Bookroom, the amount paid will be refunded by the Lakewood Board of Education. Any damage to textbooks will be assessed and costs for replacement or repair (at the discretion of the school district) will be added to the student's fees.

Fee Statements and Payment of Fees

Fees are collected in the Bookroom. Students are assessed for an ID card (\$5) and a General Instructional Fee (\$26) each year. In addition, some courses require fees to cover the cost of consumable materials used in the class. A fee statement is issued in the fall and is to be paid as soon as possible. Fee statements will also be distributed and/or mailed home periodically throughout the school year. Failure to meet financial obligations may restrict ability to participate in school-related activities (ex: athletics, dances, etc.) and/or cause report cards (student grades) or transcripts to be withheld. Diplomas will not be released to students who have outstanding fees.

In addition, graduating seniors are permitted to participate in the Commencement ceremony, but do not receive their **diploma** at Commencement. Finally, **transcripts** will not be sent until all fees are paid in full.

It is important to understand that the only fees waived under a district-approved fee waiver are the LHS General Instructional fee (\$26), the cost of any workbooks, paperback books, etc. which are **required** to purchase for a class, and the fees associated with special elective courses (such as art classes, family consumer science electives, career-technical courses, etc.

Fee waivers do NOT include student ID card fees (\$5), parking permits, transcript costs, instrument rental, etc. not directly related to courses. Fee waiver applications must be completed at the beginning of each school year **and are not retro-active to prior years or previous fees.**

School Resources

All school resources are the property of the Lakewood Board of Education and are to be used appropriately. Any damage will be assessed and costs for replacement or repair (at the discretion of the school district) will be added to the student's fees.

Acceptable Use Policy

All students will be required to review and sign an Acceptable Use Policy ("AUP" – Board Policy 7540) prior to using technology resources at Lakewood High School. Failure or refusal to do so will prohibit students from taking certain courses and restrict participation and learning opportunities in most classes. Copies of the Acceptable Use Policy will be provided to students during the first few days of school and should be reviewed, signed, and returned immediately to the student's House Office.

Electronic Devices

Unauthorized use of personal electronic devices is prohibited during the school day without permission from school personnel. Electronic devices invite and are subject to theft, loss, and damage. Staff members may confiscate and search these items when deemed necessary. Recording of any kind is not permitted unless specifically approved by administration or faculty. **Lakewood High**

School is not responsible for the loss, theft, or damage of electronic devices.

Emergency Messages

The House Offices will process only emergency messages to students from parents. Casual and routine messages are disruptive to the educational process and therefore cannot be processed.

Telephone and Cell Phone Use

Students wishing to place calls during school hours should report to their House Office to request permission and use of the House Office phone. **Cell phones are not to be used as a communication device (voice calls, text messages, photo emails, etc.) during the school day unless under the direction of LHS staff or administration.** Recording of any kind is not permitted unless specifically approved by administration or faculty. Other use of cell phones must be approved by administration. Inappropriate use may be subject to confiscation, search and/or disciplinary action. **Lakewood High School is not responsible for the loss, theft, or damage of electronic devices.**

Visitor's Pass Procedure

Parents are encouraged to visit Lakewood High School to observe the work of students and staff members providing prior arrangements are made through the House Office. Unauthorized persons are not permitted to enter the school.

All visitors will be expected to:

- Sign the visitor register and state the purpose of the visit at the Main Visitor Entrance.
- Obtain a visitor's pass and obtain a host or escort if necessary.
- Report to the appropriate office or area.
- Return the visitor's pass to the original point of entry.

Visitors Under 18 Visitors under 18 who are not enrolled at LHS are not permitted on campus during the school day. Parents of students considering enrolling in Lakewood High School who would like to discuss attending LHS or schedule a student shadowing opportunity may call the Guidance Office Secretary at 529-4032.

Student Dress Code

View the dress code for the District at [this link](#).

Student Parking and Driving Students driving cars to school have the responsibility of maintaining safety standards and observing the following regulations:

- **Student parking is only permitted in the north lot behind the modular campus. Student vehicles found parked in any other high school area, during the school day, WILL be towed at the vehicle owner's expense.**

- Students may purchase parking registration stickers, at a cost of \$10.00 per vehicle, in the Bookroom. Parking stickers are non-transferable.
- Students MUST complete the Application for Student Parking Permit and furnish all information requested on the application including the signature of the parent/guardian. Failure to complete all areas of the application will result in the request for a parking sticker to be denied.
- Students MUST produce a valid Ohio Operators license when submitting the application.
- Parking stickers for the current school year must be affixed to the lower right corner of the vehicle's windshield. Prior year stickers should be removed. Parking stickers affixed to any other area of the vehicle may result in security not noticing the sticker and could cause the vehicle to be towed at the vehicle owner's expense.
- Students are expected to obey all State of Ohio Traffic and Criminal Statutes and City of Lakewood Traffic and Criminal Codified Ordinances. Reckless operation, excessive speed, illegal parking, etc. WILL result in the student having his/her parking privileges revoked. The \$10.00 permit fee WILL NOT be refunded.
- Upon arrival at school students are not to loiter in the parking lot or drive around the campus. Students should remove their books and personal items needed during the school day, lock their vehicle, and report to class. Students are not to return to their vehicle until the end of his/her school day. Students needing to visit their vehicle during the school day MUST obtain written permission from his/her House Office.
- Vehicles MUST be parked within the designated parking spaces.
- All parking on Lakewood City School properties is at the vehicle owner/drivers own risk. Lakewood City Schools assumes no responsibility for damage to or theft from any vehicle. Unauthorized vehicles will be towed at vehicle owner expense.
- Lakewood City Schools will not assume responsibility for any damage to the car or its contents.
- Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of school rules. A search may also be conducted to protect the safety of others. Searches may include the assistance of dogs trained to detect the presence of drugs. Applying to drive and park on school premises constitutes acceptance that there is no expectation of

privacy for materials stored in the car while on school premises.

Academic Dishonesty and Cheating

Students are expected to complete their own work at all times, whether in traditional, electronic, or field-based settings. Any type of academic dishonesty, including but not limited to plagiarism and cheating, will result in serious academic consequences, possible loss of privileges, and disciplinary action, depending on the extent and severity of the offense. A first offense will result in a "zero" grade for that assignment, quiz, test, lab or project. A second offense may result in a failing grade for the marking period. Further offenses will result in a grade of "F" in the course posted to the student's transcript and immediate removal from the class.

Plagiarism is the act of presenting, as one's own the ideas, opinions, writings, or work of another

person without appropriate scholarly attribution. Plagiarism also includes the fabrication, intentional falsification or invention of data, citation, or other authority in an academic exercise.

Examples of cheating include but are not limited to:

- Copying another person's work on assignments, quizzes, tests, labs, or projects
- Theft and/or alteration of another person's/source's materials
- Unauthorized collaboration
- Plagiarism (stealing and passing off as one's own the words or ideas of another)

Falsifying Documents/Information Students may not falsify, modify, or reproduce, or be in possession of tickets, passes, or other school documents without permission. Falsification of information is any act of providing false information, lying, or misrepresenting the truth, including falsely reporting incidents, making false accusations, or providing false statements which may adversely affect the welfare of others. This includes, but is not limited to, false absence excuses, passes, or other communications. Falsifying documents/information may result in disciplinary action.

Hall Traffic/Hall Passes Students are to stay out of the halls before school, during all class periods, and after school hours unless they have a pass from a staff member. Respectful behavior, including appropriate language and volume, is expected during class changes and all other times while in the building.

Public Displays of Affection Students are expected to refrain from public displays of affection and/or intimate behavior on school property and while attending school sponsored activities. Inappropriate conduct may result in progressive disciplinary action.

Assembly Behavior Guidelines Lakewood High School enjoys an excellent reputation because students and staff work hard and respect others. Different kinds of performances warrant different kinds of behavior. What is acceptable at an athletic contest is not appropriate at a choral concert or school assembly. Please observe the following guidelines during our school assemblies. Help us to continue the LHS tradition and outstanding reputation.

- Students should report immediately to the Civic in order to be seated before the program begins.
- Students should remain seated as assigned until they are dismissed.
- Feet belong on the floor and not on or draped over adjoining seats.
- The audience should be quiet and avoid unnecessary comments or noises so as not to detract from the program or prevent others from enjoying it.
- Food and beverages are not permitted at any assembly.

Lunch/Cafeteria Expectations

Students must display their student ID to be permitted into the cafeterias. School officials have the

right to correct student behavior by relocating students to a different area, designating seating assignments, removing students from the cafeteria, or changing a student's lunch period as deemed necessary. **Students may not leave the building during their scheduled lunch period.** Backpacks, book bags, etc. are to be placed at a table before entering the lunch lines. **All food eaten at Lakewood High School must be eaten in the cafeteria or in areas designated by administration.** Food and drinks are not to be carried out of these areas without permission.

Students are expected to:

- Display polite and orderly behavior
- Take a place in line without cutting in
- Deposit trash in the barrels provided
- Refrain from littering and throwing food or any object
- Respect the rights of those who will be using the same facilities. Students who have no lunch period scheduled will be accommodated on an individual basis. Students are not permitted to wander through the corridors or go to lockers during lunch periods. Students may go to the LRC or the cafeteria for the entire period. Students may not go from one lunch area to another during the period. Students are expected to be in a cafeteria or lunch area by the time the tardy bell rings. Violations of any of the above guidelines may result in disciplinary measures and/or revocation of privileges.

Illness-Related Information

A primary goal is the prevention and control of contagious diseases. 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.

Medicine at School:

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

1. Return a completed PARENT REQUEST AND AUTHORIZATION TO ADMINISTER A PRESCRIBED AND NON-PRESCRIBED MEDICATION/DRUG OR TREATMENT (form number 5330 F1 available in your school office or on the website)
2. The student who has been diagnosed with asthma, must have parent/guardian and medical provider complete the AUTHORIZATION FOR THE POSSESSION AND USE OF ASTHMA INHALER/OTHER EMERGENCY MEDICATION(S). (Form number 5330 F3 available in your school office or on the website). Ohio's Inhaler Law: Permits students to carry their own inhaler as long as the medical provider has indicated this on form number 5330 F3.
3. If your child has a severe allergy and will have an Epi-Pen at school, please provide the AUTHORIZATION FOR THE POSSESSION AND USE OF EPINEPHERINE AUTOINJECTOR (EPI-PEN), as well as a Severe Allergy Action Plan which is to be completed by you and your child's medical provider. If your child plans to carry their Epi-Pen, the law requires you to provide a second Epi-Pen to be stored in the school health center. (Form number 5330 F4 and the Severe Allergy Action Plan are available in your school office or on the district website.)
4. If your child has a life-threatening food allergy and purchases meals provided by the school, a Food Substitution Plan is required. This form can be downloaded from the Forms page of the District website, lakewoodcityschools.org.

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 the appropriate forms, signed by the parent/guardian and the medical provider, on file at your child's school. For further information, the full policy can be reviewed on the district website at lakewoodcityschools.org.

Athletics

Lakewood has a statewide reputation for a high caliber of play and spirited sportsmanship in the field of interscholastic athletics. All students have the opportunity to participate in freshman, junior varsity, and varsity competition in the following athletic activities:

FALL SEASON: Football, Cheerleading, Cross Country, Volleyball, Soccer, Golf, Girls' Tennis

WINTER SEASON: Cheerleading, Gymnastics, Swimming/Diving, Basketball, Ice Hockey, Wrestling, Indoor Track

SPRING SEASON: Baseball, Boys' Tennis, Outdoor Track, Softball and Rugby

In addition, there are opportunities in club competition.

Eligibility

To be eligible a student-athlete must have received passing grades in a minimum of five one-credit courses, or the equivalent, in the immediately preceding grading period. This requirement is strictly enforced by the Ohio High School Athletic Association and no exceptions will be permitted for any reason. Students with a G.P.A. below a 1.51 will be assigned to study table time during their sport season.

Spectator Code of Conduct

- I will cheer for my team - not against my opponent.
- As a spectator, I am here as a guest of the school and will conduct myself with respectful enthusiasm.
- I will respect the decisions of game officials (who have a difficult job) even when I don't agree with them.
- I will not demean coaches or players.
- I will respect the welfare of players, other spectators, and the faculty. I will realize that any action that threatens this welfare (throwing objects, physical or verbal attacks, and game disruptions) will be cause for ejection from the premises. **Stadium Behavior** Home side = Press box (west) side LHS students are to remain on the "Home" side at all times Student section is located on the south end next to the band No backpacks, skateboards, bottles, cans, balls, etc. may be brought into the stadium No "loitering" –Watch the game and cheer on the team!
School Spirit School spirit may be divided into three categories:
 - COURTESY toward faculty, fellow students, other spectators and the visiting team and their spectators
 - PRIDE in everything our school endeavors to accomplish and has accomplished
 - SPORTSMANSHIP - the ability to win and lose gracefully

Extracurricular Activities

Your high school years should provide some of the best times of your life. The administration and staff at LHS have developed an extracurricular program to help you do this. The LHS Activity Directory is a tool for you and your parents to use when deciding which of the clubs and activities are right for you. Talk to your teachers, club advisors, and other students. Drop in at a meeting or attend an activity to see which ones you enjoy. We have something for everyone!

Lakewood High School does more than teach academic subjects; we socialize adolescents toward adulthood. The diversity of our

extracurricular program has the potential to provide you extra opportunities to gain skills to function in a complex, competitive world.

Organization

The control and government of the various clubs are vested in student officers, aided and counseled by faculty members, with the approval of the LHS administration.

Standards of Leadership

To hold a position of leadership in an organization sponsored by Lakewood High School for LHS students, a student must maintain a 2.0 cumulative GPA or better and behave responsibly as outlined in the LHS Rules, Rights & Responsibilities section of this handbook.

Policy Regarding Attendance, Conduct, and Extracurricular Participation

Participation in our extracurricular activities is a privilege that is regulated by LHS Rules, Rights, and Responsibilities and the Code of Conduct established by the Lakewood Board of Education.

Students participating in extracurricular activities may not be absent due to illness for more than four periods on the day that they plan to participate in that activity. Participation is defined as taking part in a practice, rehearsal, performance, or contest. Students who serve in-school assignments are eligible to participate in all extracurricular activities. Students who serve out-of-school suspensions are not permitted to attend or participate in any school functions or activities during the suspension period. Failure to maintain these standards will result in temporary removal, suspension, or exclusion from the activity as determined by the club advisor and Activities Administrator, after appropriate due process.

Club Regulations

In addition to regulations shared with advisors at the beginning of each school year, the following regulations govern student participation in school activities:

- A student may be elected officer of not more than two clubs.
- A student may be president of only one club.
- Students holding a Student Government office may not run for a Senior Class Office while they are holding that office; or Senior Class officers may not run for a Student Government office during their tenure.
- All club activities shall be held under the direction of the advisor for the club.

Lakewood City Schools Website

www.lakewoodcityschools.org

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: Dr. Debra Cahoon
Executive Director of Human Resources
Lakewood City School District
1470 Warren Road
Lakewood, Ohio 44107
(216) 529-4215

***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 autoinjector 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.

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. (The following policies supersede the policy listed on pages 78, 79, and 80 of the Lakewood High School Handbook.)

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.

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

STUDENT HAZING

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

Notifications regarding the following can be found on the Lakewood City Schools website (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) 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 Students with Disabilities

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 Post-Secondary Enrollment Programs
- 2330 Homework
- 7540 Computer Technology and Networks
- 7540.02 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