

**Franklin School of Opportunity
Student and Parent Handbook
2023-2024**



Mr. Michael J. Callahan, President
Ms. Linda Beebe, Vice President
Ms. Emma Petrie Barcelona
Ms. Nora Katzenberger
Ms. Betsey Shaughnessey

LHS/FSO 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 the FSO principal.

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.

Franklin School of Opportunity (FSO)

Franklin School of Opportunity is an Alternative Program of Lakewood High School, sponsored by the Lakewood Board of Education. Students who attend FSO are Lakewood residents eligible to attend Lakewood High School and/or the West Shore Career-Technical District.

FSO provides a safe, caring, supportive environment where non-traditional learners are empowered to reach their full academic potential. The staff is a dedicated team of educators who embrace diversity, welcome creativity, and work together to achieve success for all Lakewood students.

Students attending FSO are subject to disciplinary action based upon the Student Code of Conduct of either Lakewood High School and/or Franklin School of Opportunity. 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.

Students attending FSO will receive a schedule and FSO specific rules and guidelines after they are referred and accepted to the program.

FSO Bell Schedule

| | |
|--------------------|------------------------|
| 8:00-9:00 | Credit Recovery |
| 9:00-9:50 | Period 1 |
| 9:50-10:40 | Period 2 |
| 10:40-11:30 | Period 3 |
| 11:30-12:10 | Period 4/LUNCH |
| 12:10-1:00 | Period 5 |
| 1:00-1:50 | Period 6 |
| 1:50-2:30 | Period 7 |
| 2:30-3:30 | Credit Recovery |

Class of 2023 + 2024

In order to earn a diploma from Lakewood City Schools, students must meet the course requirements and stipulations listed below:

| Content Area: | Credit Requirement: | Additional Notes: |
|-----------------------|----------------------------|---|
| English Language Arts | 4 credits | |
| Mathematics | 4 credits | Must include one unit of Algebra II or the equivalent of Algebra II. |
| Social Studies | 3 credits | Must include World History, US History, and Government. |
| Science | 3 credits | Must include one unit of physical sciences, one unit of life sciences and one unit of advanced study in one or more of the following sciences: chemistry, physics or other physical science; advanced biology or other life science; astronomy, physical geology or other earth or space science. |
| Fine Arts | 1 credit | 2 semesters |
| Health | ½ credit | |
| Physical Education | ½ credit | Students who participate in interscholastic athletics, marching band, or cheerleading for two full seasons may be exempted from the physical education requirement. Students must take another course, which cannot be a physical education course, of at least 60 hours. |
| Electives | 5 credits | Must include one or any combination of world language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required |

| | | |
|--------------------------------|--|--|
| Economics + Financial Literacy | | All students must receive instruction in economics and financial literacy during grades 9-12 |
|--------------------------------|--|--|

*Completion of a career-technical program replaces the fine arts requirement. However, students are encouraged to take both Fine Arts and West Shore Career Technical courses.

1. Students must earn a "competency" score of 684 on both the English II and Algebra I end-of-course tests. In lieu of attaining passing scores on the state tests, students can utilize alternative ways to demonstrate competency. Prior to being eligible to demonstrate competency in alternative ways, students first must receive remedial support and retake the test. The three alternative ways to demonstrate competency for the subject area not passed are as follows:

- Earn credit for one math and/or English course through College Credit Plus
 - Demonstrate career readiness and technical skill through foundational and supporting options
1. **Foundational Options:** earning a score of proficient or higher on three (3) or more State technical assessments; obtaining an industry-recognized credential; completing a pre-apprenticeship or apprenticeship in a chosen career field; providing evidence of acceptance into an apprenticeship program after high school that is restricted to participants eighteen (18) years of age or older.
 2. **Supporting Options:** completing 250 hours of a work-based learning experience with evidence of positive evaluations; obtaining an OhioMeansJobs-readiness seal; attaining a workforce readiness score selected by the State.
- Enter into a contract to enlist in the military upon graduation
2. Earn 2 seals listed below (one of which must be state-defined):

State-Defined Diploma Seals

| | |
|--|---|
|  OhioMeansJobs Readiness Seal | Meet the requirements and criteria established for the readiness seal, including demonstration of work-readiness and professional competencies. |
|  State Seal of Biliteracy | Meet the requirements and criteria, including proficiency requirements on assessments in a world language and English. |
|  Industry-Recognized Credential Seal | Earn an approved industry-recognized credential that is aligned to a job considered in demand in this state and its regions. |
|  College-Ready Seal | Earn remediation-free scores on the ACT or SAT. Please see your school counselor to discuss current remediation free scores. |
|  Military Enlistment Seal | Provide evidence that a student has enlisted in a branch of the U.S. Armed Forces; or participate in an approved JROTC program. |



Citizenship Seal

A student can choose from the following options to earn this seal:

1. Earn a score of proficient or higher on both the American History and American Government end-of-course exams
2. Earn a final course grade that is equivalent to a "B" or higher in both the American History and American Government courses
3. Earn a score that is at least equivalent to proficient on appropriate Advanced Placement or International Baccalaureate exams
4. Earn a final course grade that is equivalent to a "B" or higher in appropriate classes taken through the College Credit Plus program



Science Seal

A student can choose from the following options to earn this seal:

1. Earn a score of proficient or higher on the Biology end-of-course exam
2. Earn a final course grade that is equivalent to a "B" or higher in chemistry, physics, or a other physical science course; An advanced biology or other life science course; or an astronomy, physical geology, or other earth or space science course
3. Earn a score that is at least equivalent to proficient on appropriate Advanced Placement or International Baccalaureate exams
4. Earn a final course grade that is equivalent to a "B" or higher in appropriate classes taken through the College Credit Plus program



Honors Diploma Seal

A student can choose from the following options to earn this seal:

1. Academic Honors Diploma
2. International Baccalaureate Honors Diploma
3. Career-Tech Honors Diploma
4. STEM Honors Diploma
5. Arts Honors Diploma
6. Social Science and Civic Engagement Honors Diploma



Technology Seal

A student can choose from the following options to earn this seal:

1. Earn a score that is at least equivalent to proficient on an appropriate Advanced Placement or International Baccalaureate exam
2. Earn a final course grade that is equivalent to a "B" or higher in an appropriate class taken through the College Credit Plus program
3. Complete a course offered through the district or school that meets guidelines developed by the department. (A district or school is not required to offer a course that meets those guidelines.)

Locally Defined Diploma Seals



Community Service Seal

Students must accumulate a minimum of 40 hours of volunteer time to improve the lives of others in their community or in the world. Students may not be compensated for their work and the service hours may not be used to support a "for-profit" business. Students will be provided a volunteer hour tracking form and it is their responsibility to turn the complete form with appropriate documentation into their counselor.



Fine and Performing Arts Seal

To promote a deeper level of learning a student must take the necessary credits in either fine Arts courses or Performing Arts courses.

Fine Arts:

A minimum of 2.5 credits earned with a C grade or high for each course taken. Courses that qualify for the Fine Arts approval can be found in the Course Guide in the Art Department section.

West Shore courses in Media Art and Design qualify as Fine Arts classes.

OR

Performing Arts:

A minimum of 2.5 credits earned with a C grade or higher for each course taken. Courses that qualify for the Performing Arts approval can be found in the Course Guide in the Music Department section. West Shore courses in the Theater Arts qualify as Performing Arts classes.



Certified Student Engagement Seal

To qualify for the Student Engagement Seal a student needs to demonstrate they are active participants in our school community:

1. Three seasons participating in any OHSAA sponsored sport(s) offered at Lakewood High School
2. Three years of active participation in an LHS sponsored club that takes place outside of the regular school day. Participation for the duration of the club time frame meets the requirement when the club does not meet for a full year.
3. Three years of active participation in any extracurricular performing arts groups that are not required as part of a course.
4. A combination of student engagement activities totaling three years of participation.

It is the student’s responsibility to see that requirements for graduation are met.

The high school staff will make every effort to keep up-to-date records and to keep students and parents informed about the status of progress toward completing the necessary coursework for graduation requirements.

Class of 2025

In order to earn a diploma from Lakewood City Schools, students must meet the course requirements and stipulations listed below:

| Content Area: | Credit Requirement: | Additional Notes: |
|-----------------------|----------------------------|--|
| English Language Arts | 4 credits | |
| Mathematics | 4 credits | Must include one unit of Algebra II or the equivalent of Algebra II. |

| | | |
|--------------------------------|-------------|---|
| Social Studies | 3 ½ credits | Must include World History, US History, and Government. |
| Science | 3 credits | Must include one unit of physical sciences, one unit of life sciences and one unit of advanced study in one or more of the following sciences: chemistry, physics or other physical science; advanced biology or other life science; astronomy, physical geology or other earth or space science. |
| Fine Arts | 1 credit | 2 semesters |
| Health | ½ credit | |
| Physical Education | ½ credit | Students who participate in interscholastic athletics, marching band, or cheerleading for two full seasons, may be exempted from the physical education requirement. Students must take another course, which cannot be a physical education course, of at least 60 hours. |
| Electives | 5 credits | Must include one or any combination of world language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required |
| Economics + Financial Literacy | | All students must receive instruction in economics and financial literacy during grades 9-12 |

*Completion of a career-technical program replaces the fine arts requirement. However, students are encouraged to take both Fine Arts and West Shore Career Technical courses.

1. Students must earn a "competency" score of 684 on both the English II and Algebra I end-of-course tests. In lieu of attaining passing scores on the state tests, students can utilize alternative ways to demonstrate competency. Prior to being eligible to demonstrate competency in alternative ways, students first must receive remedial support and retake the test. The three alternative ways to demonstrate competency for the subject area not passed are as follows:

- Earn credit for one math and/or English course through College Credit Plus

- Demonstrate career readiness and technical skill through foundational and supporting options


1. **Foundational Options:** earning a score of proficient or higher on three (3) or more State technical assessments; obtaining an industry-recognized credential; completing a pre-apprenticeship or apprenticeship in a chosen career field; providing evidence of acceptance into an apprenticeship program after high school that is restricted to participants eighteen (18) years of age or older.

2. **Supporting Options:** completing 250 hours of a work-based learning experience with evidence of positive evaluations; obtaining an OhioMeansJobs-readiness seal; attaining a workforce readiness score selected by the State.

- Enter into a contract to enlist in the military upon graduation

2. Earn 2 seals listed below (one of which must be state-defined):

State-Defined Diploma Seals

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|---|--|
|  <p>OhioMeansJobs Readiness Seal</p> | <p>Meet the requirements and criteria established for the readiness seal, including demonstration of work-readiness and professional competencies.</p> |
|---|--|



State Seal of Biliteracy

Meet the requirements and criteria, including proficiency requirements on assessments in a world language and English.



Industry-Recognized Credential Seal

Earn an approved industry-recognized credential that is aligned to a job considered in demand in this state and its regions.



College-Ready Seal

Earn remediation-free scores on the ACT or SAT. Please see your school counselor to discuss current remediation free scores.



Military Enlistment Seal

Provide evidence that a student has enlisted in a branch of the U.S. Armed Forces; or participate in an approved JROTC program.



Citizenship Seal

A student can choose from the following options to earn this seal:

1. Earn a score of proficient or higher on both the American History and American Government end-of-course exams
2. Earn a final course grade that is equivalent to a "B" or higher in both the American History and American Government courses
3. Earn a score that is at least equivalent to proficient on appropriate Advanced Placement or International Baccalaureate exams
4. Earn a final course grade that is equivalent to a "B" or higher in appropriate classes taken through the College Credit Plus program



Science Seal

A student can choose from the following options to earn this seal:

1. Earn a score of proficient or higher on the Biology end-of-course exam
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Technology Seal

A student can choose from the following options to earn this seal:

1. Earn a score that is at least equivalent to proficient on an appropriate Advanced Placement or International Baccalaureate exam
2. Earn a final course grade that is equivalent to a "B" or higher in an appropriate class taken through the College Credit Plus program
3. Complete a course offered through the district or school that meets guidelines developed by the department. (A district or school is not required to offer a course that meets those guidelines.)



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3. Three years of active participation in any extracurricular performing arts groups that are not required as part of a course.
4. A combination of student engagement activities totaling three years of participation.

Class of 2026

In order to earn a diploma from Lakewood City Schools, students must meet the course requirements and stipulations listed below:

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| Science | 3 credits | Must include one unit of physical sciences, one unit of life sciences and one unit of advanced study in one or more of the following sciences: chemistry, physics or other physical science; advanced biology or other life science; astronomy, physical geology or other earth or space science. |
| Fine Arts | 1 credit | 2 semesters |
| Health | ½ credit | |
| Physical Education | ½ credit | Students who participate in interscholastic athletics, marching band, or cheerleading for two full seasons may be exempted from the physical education requirement. Students must take another course, which cannot be a physical education course, of at least 60 hours. |
| Electives | 4½ credits | Must include one or any combination of world language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required |
| Economics + Financial Literacy | ½ credit | All students must receive instruction in economics and financial literacy during grades 9-12 |

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2. **Supporting Options:** completing 250 hours of a work-based learning experience with evidence of positive evaluations; obtaining an OhioMeansJobs-readiness seal; attaining a workforce readiness score selected by the State.
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|  <p>Industry-Recognized Credential Seal</p> | <p>Earn an approved industry-recognized credential that is aligned to a job considered in demand in this state and its regions.</p> |
|  <p>College-Ready Seal</p> | <p>Earn remediation-free scores on the ACT or SAT. Please see your school counselor to discuss current remediation free scores.</p> |
|  <p>Military Enlistment Seal</p> | <p>Provide evidence that a student has enlisted in a branch of the U.S. Armed Forces; or participate in an approved JROTC program.</p> |
|  <p>Citizenship Seal</p> | <p>A student can choose from the following options to earn this seal:</p> <ol style="list-style-type: none"> 1. Earn a score of proficient or higher on both the American History and American Government end-of-course exams 2. Earn a final course grade that is equivalent to a "B" or higher in both the American History and American Government courses 3. Earn a score that is at least equivalent to proficient on appropriate Advanced Placement or International Baccalaureate exams 4. Earn a final course grade that is equivalent to a "B" or higher in appropriate classes taken through the College Credit Plus program |

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|  <p>Honors Diploma Seal</p> | <p>A student can choose from the following options to earn this seal:</p> <ol style="list-style-type: none"> 1. Academic Honors Diploma 2. International Baccalaureate Honors Diploma 3. Career-Tech Honors Diploma 4. STEM Honors Diploma 5. Arts Honors Diploma 6. Social Science and Civic Engagement Honors Diploma |
|  <p>Technology Seal</p> | <p>A student can choose from the following options to earn this seal:</p> <ol style="list-style-type: none"> 1. Earn a score that is at least equivalent to proficient on an appropriate Advanced Placement or International Baccalaureate exam 2. Earn a final course grade that is equivalent to a "B" or higher in an appropriate class taken through the College Credit Plus program 3. Complete a course offered through the district or school that meets guidelines developed by the department. (A district or school is not required to offer a course that meets those guidelines.) |

Locally Defined Diploma Seals

| | |
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|  <p>Community Service Seal</p> | <p>Students must accumulate a minimum of 40 hours of volunteer time to improve the lives of others in their community or in the world. Students may not be compensated for their work and the service hours may not be used to support a "for-profit" business. Students will be provided a volunteer hour tracking form and it is their responsibility to turn the complete form with appropriate documentation into their counselor.</p> |
|  | <p>To promote a deeper level of learning a student must take the necessary credits in either fine Arts courses or Performing Arts courses.</p> |

Fine and Performing Arts Seal

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Performing Arts:

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3. Three years of active participation in any extracurricular performing arts groups that are not required as part of a course.
4. A combination of student engagement activities totaling three years of participation.

Attendance and Punctuality

Daily attendance and being to class on time are critical to student academic success. Except for the reasons listed under the Health Services section, students are required to attend school daily.

- Students should plan to arrive on-time to school before 9:00 a.m.
- Parents/Guardians are encouraged to call the FSO office **before** 9:00 a.m. on the day of the absence.
- The FSO office/attendance line for FSO is (216) 529-4037
- Absences for vacation or other entertainment purposes are not authorized absences per ORC 3301-02.
- Students with attendance concerns will be addressed following the HB 410 prescribed requirements.

***Please call the FSO office in advance, to authorize your student to be picked up/leave, for a medical appointment. Students will need to pick up a pass from the office prior to leaving for an appointment.**

ABSENCES, TARDINESS, AND TRUANCY ABSENCES AND TARDIES

The following definitions determine how student absences from school are recorded.

See Board Policy for additional rules regarding student absences.

- Late students who arrive within 30 minutes of the school starting time will be considered tardy.
- After school begins, students are required to report to the attendance office immediately upon arrival to obtain an Admit Slip

EXCESSIVE ABSENCES

Per Ohio law, the school will notify a student's parent/guardian whenever a student is absent from school with combined non-medical excused absences and unexcused absences in excess of

- a. thirty-eight (38) or more hours in one (1) school month or
- b. sixty-five (65) or more hours in one (1) school year

HABITUAL TRUANCY

Students shall arrive at school and be in the classroom for each of their assigned classes at the properly scheduled time. Per Ohio law, a student will be considered habitually truant if the student is absent without a legitimate excuse

- a. for thirty (30) or more consecutive hours,
- b. for forty-two (42) or more hours in one (1) school month, or
- c. for seventy-two (72) or more hours in one (1) school year.

When a student is habitually truant, the district will convene an Absence Intervention Team, to which the student’s parent/guardian will be invited. The team will develop an Absence Intervention Plan to improve the student’s attendance. If the student’s attendance fails to make progress on the plan the district will file truancy with juvenile court (Ohio Revised Code §3321.19).

Excessive Absences and Habitual Truancy Summary Chart

| | Consecutive Hours | Hours per School Month | Hours per School Year |
|--------------------|--|---|--|
| Excessive Absences | N/A | Thirty eight (38) Hours With combined non medical excused absences and unexcused absences. | Sixty-five (65) Hours With combined non medical excused absences and non excused absences |
| Habitual Truancy | Thirty (30) Hours Without a legitimate excuse | Forty-two (42) Hours Without a legitimate excuse | Seventy-two (72) Hours Without a legitimate excuse |

EXCUSED ABSENCES

The following are typical conditions that may excuse a student from school attendance:

- a. Personal illness or injury (a medical verification note may be required by the school principal);
- b. Family illness - an emergency situation requiring the student to be absent from school;
- c. Quarantine of the home by local health officials;
- d. Death of a relative (limited to three days unless reasonable cause can be shown for a longer absence);
- e. Observance of a religious holiday consistent with student’s
- f. Good cause approved by the superintendent;
- g. Emergency circumstances approved by the principal.

WITHDRAWAL FROM SCHOOL

When withdrawing from Lakewood City Schools, a parent or guardian must be present, sign the Withdrawal Notice, and the following must be met:

- a. All fees are paid, including library fines, etc.;
- b. Books are returned in satisfactory condition; and,
- c. Assigned work is completed.

You must provide the address of the new school and your family’s forwarding address. Your child’s records will be sent within 14 days of our receiving a request for records from the new school.

The superintendent is required to report those students who dropout of school to the Bureau of Motor Vehicles.

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.

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 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 taken to the office upon arrival to school and may not be used in the building.
- Students are not permitted to carry medication UNLESS proper documentation is 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 ordinance 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 Aggressive Behavior

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. **As a result, harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. All reports of any such behavior will be addressed pursuant to the procedures set forth in Board policy 5517.01, which also is included later in this handbook.**

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 Franklin School of Opportunity are required to wear a **visible** Identification Card at all times. This is important because it allows for the identification of FSO 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.

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, instruments or Chromebooks. If a student loses a school owned item, he/she should report this to the Bookroom, Music Department or LRC accordingly. Any damaged items will be assessed and the 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.

It is important to understand that the only fees waived under a district-approved fee waiver are the FSO 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 retroactive 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 Franklin School of Opportunity. Failure or refusal to do so will prohibit students from taking certain courses and restrict participation and learning opportunities in most classes.

Electronic Devices

Unauthorized use of personal electronic devices is prohibited during the school day without permission from school personnel. Recording of students or staff with their consent is strictly prohibited. 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. **Franklin School of Opportunity is not responsible for the loss, theft, or damage of electronic devices.**

Emergency Messages

The FSO office 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 the FSO office. **Cell phones are not to be used during instructional time. Students will be required to turn phones in to a staff member if caught using their phone during the school day, unless teacher approval is given.** Recording of any kind is **not permitted** unless specifically approved by administration. Other use of cell phones must be approved by the administration. Inappropriate use may be subject to confiscation, search and/or disciplinary action. **FSO is not responsible for the loss, theft, or damage of electronic devices.**

Visitor’s Procedure

All visitors will be expected to:

- Sign in/out of the FSO office.
- Report to the appropriate office or area.

Visitors Under 18

Visitors under 18 who are not enrolled at FSO are not permitted on campus during the school day. Parents of students considering attending FSO, who would like to discuss attending FSO, or schedule a student shadowing opportunity, may call the FSO Office Secretary at 529-4037.

Student Dress Code

A. SAFETY

Safety and security require that, at the middle school and high school levels, IDs are part of the student dress code. At these levels IDs must be worn and visible at all times. Students may not conceal their identity. Violations will be dealt with in a serious manner.

*Masking under board policy 8450.01 is not applicable to this section.

B. ACCEPTABILITY

Final decision as to acceptability of 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.

C. PHILOSOPHY

Student dress codes need to support equitable educational access and not reinforce gender stereotypes. Student dress codes and administrative enforcement should not reinforce or increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, gender identity or cultural observance. Our LCS Dress Code is designed to address recent controversy and conversation both across the nation and locally about overreaching and detrimental dress codes for some PreK-12 school students.

D. VALUES & BELIEFS

Our values and beliefs are:

- All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming.
- All students and staff must understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.
- Teachers should be able to focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Students should not face unnecessary barriers to school attendance.
- Reasons for conflict and inconsistent discipline must be minimized whenever possible.
- Staff should refer all disciplinary concerns to the building administration and should not approach students directly regarding concerns/violations

E. GOALS OF OUR STUDENT DRESS CODE

Our student dress code aims to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body) or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses the gender with which they identify
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of gender/gender identification sexual orientation, race, ethnicity, body type/size, religion, and personal style.

F. DRESS CODE BASICS

The primary responsibility for a student's attire resides with the student and parents/guardians. The district and each school within are responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student. Students should be given the most choice possible in how they dress for school. Restrictions are necessary to support the overall educational goals of the district.

1. Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, and nipples are covered with opaque material.

2. Students Must Wear:

- Shirt

- Bottom: pants/sweatpants/shorts/skirt/dress/leggings
- Shoes: activity-specific shoe requirements are permitted (for example for sports)

High-school courses with curricular attire (professionalism, public speaking, job readiness) may include assignment-specific dress, but should not focus on covering of the body or promoting culturally-specific attire.

3. Students May Not Wear:

Violent language or images. Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of the same.

- Hate speech, profanity, pornography.
- Language or images that create a hostile or intimidating environment based on any protected class.
- Visible underwear. Visible waistbands or straps on undergarments worn under other clothing are not a violation.
- Sunglasses inside of the building
- Crop Tops, Halter Tops, Spaghetti straps or bathing suits (except for aquatics)
- Hats/Headwear that conceal the student's identity
- Hoods inside of the building

BOE approved 2/22/22

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.

Lunch/Cafeteria Expectations

School officials have the right to correct student behavior by relocating students to a different area, designating seating assignments, and/or removing students from the cafeteria. **Students may not leave the building during their scheduled lunch period.**

Students are expected to:

- Display polite and orderly behavior
- Take a place in line without cutting in
- Deposit trash in the barrels provided
- Clean up table and surrounding area so the next lunch group will have a clean eating area
- Refrain from littering and throwing food or any object
- Respect the rights of those who will be using the same facilities.
- Violations of any of the above guidelines may result in disciplinary measures and/or revocation of privileges.

Health Services and Guidelines

The purpose of health services at school is to assess illnesses and injuries, give first aid as needed, assist with medical needs and medications, conduct health screenings, and, if necessary, to notify parents about the need for medical attention.

Children entering school are required to have immunizations according to the State of Ohio Immunization Requirements. Required vaccinations may include DTap (diphtheria, tetanus, and acellular pertussis), MMR (measles, mumps, and rubella), Polio, Hepatitis B, MCV4 (Meningococcal), Tdap (tetanus, diphtheria and acellular pertussis) and/or Varicella (chicken pox).

Health Screenings

To help ensure the continued good health of our students, various health screenings occur throughout the year. General vision, hearing, and/or dental screenings are performed on various age groups based on Ohio Department of Health recommendations. Health Center staff will notify parents if a comprehensive examination by a health care provider is recommended. If you do not want your child/children to participate in health screenings, you must notify the school in writing stating your specific wishes.

When to Keep Your Child Home from School

In order to prevent the spread of illness to others, if your child is ill before school, keep them at home until they are symptom free for at least 24 hours. Every parent must check their child for possible symptoms of illness prior to arrival at school on a daily basis including:

- Fever (temperature equal to or greater than 100.4)
- Chills
- Cough
- Shortness of breath/difficulty breathing
- Fatigue/tiredness
- Muscle/body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea, vomiting or diarrhea

These guidelines are suggested for the good of all students. A child who returns to school before being completely well runs a risk of infecting others.

Exposure to common illnesses could be life threatening to immunocompromised students/staff. We strive to keep all children healthy. With your help school can be a healthy place for all!

According to the Ohio Department of Health, a physician must evaluate a suspected communicable disease including but not limited to:

- Bacterial conjunctivitis (pink eye)
- Staphylococcus infections (impetigo, MRSA)
- Streptococcal infections (strep throat)
- Tinea (ringworm)

If prescribed, your child must complete at least 24 hours of appropriate prescription therapy prior to returning to school. A physician's note must be provided for reentry to school.

Medication Administration Procedures

Lakewood Schools' medication procedure is designed to ensure the health and safety of all students.

Medications will only be dispensed to those students providing the required authorization forms. A medication authorization form must be completed for each medication. Forms must be renewed each school year.

Medication forms are available in the school's Health Center and on the District website.

Under no circumstances will medication be administered if the appropriate forms, signed and dated, are not submitted. Medication must be brought to the school Health Center in the original container by an adult.

All prescription medications will be dispensed from the Health Center with the exception of rescue inhalers, medications to manage diabetes, and/or Epi-pen. Over the counter medications may be carried if proper documentation is on file in the Health Center.

Health Care Action Plans

It is recommended that a health care action plan be developed for students with chronic medical conditions. If your child has diabetes, a seizure disorder, or a severe, life-threatening allergy, please have your child's physician complete the appropriate health care action plan. Health Care Action Plans are available in the school's Health Center and on the District website.

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, Bowling

SPRING SEASON: Baseball, Boys' Tennis, Outdoor Track, Softball, Lacrosse

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
- Lakewood 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 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 & 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 of the event or activity. Participation is defined as taking part in a practice, rehearsal, performance, or contest. Students who do not meet the four period attendance rule may not attend **as a participant or spectator**. 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
13701 Lake Ave
Lakewood, Ohio 44107
(216)529-4201

Title IX Officer: Jeff Schlade
Executive Director of Human Resources
Lakewood City School District
13701 Lake Ave
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 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.

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 recurrence, 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).

This policy does not and cannot anticipate every situation that might occur with respect to a student's gender identity or gender expression. In all situations, the needs of the student must be assessed by district staff on a case-by-case basis with the goal of ensuring the student's safety, comfort, privacy and healthy development.

Definitions

These definitions are included to assist with the application of this policy and to provide functional descriptors. They are provided not for the purpose of labeling students but rather to assist in understanding this policy and district staff should bear in mind that students may or may not use these terms to describe themselves.

- **GENDER:** Socially determined characteristics, roles, behaviors, and attributes a society expects from and considers appropriate for males and females; these characteristics are often referred to as feminine and masculine.
- **GENDER IDENTITY:** A person's deeply held sense or psychological knowledge of their own gender. All people have a gender identity and one's gender identity can be the same or different than their gender assigned at birth. For some, however, their gender identity is different from their assigned gender.
- **GENDER EXPRESSION:** A person's gender-related appearance and behavior whether or not stereotypically associated with a person's gender assigned at birth. It is the manner in which a person represents or expresses their gender identity to others, such as through behavior, clothing, hairstyles, activities, voice or mannerisms.
- **TRANSGENDER:** A term used when a person's gender identity differs from the gender they were assigned at birth.
- **GENDER NONCONFORMING:** A term used to describe a person whose gender identity and/or gender expression do not conform to the social expectations or norms for a person of that gender assigned at birth.
- **TRANSITION / GENDER TRANSITION:** The process and experience in which a person goes from living as one gender to living and identifying as another.

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:

- places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- A. 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.
 - A. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals.
- B. 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 charges 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 website.

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: 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 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 a 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 AntiHarassment.

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 a 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 website, (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

Equal Education Opportunity

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

Student Well Being

3213 Student Supervision and Welfare

4213 Student Supervision and Welfare

Injury and Illness

5310 Health Services

5320 Immunization

5330 Use of Medications

5330.02 Procurement and Use of Epinephrine Auto Injectors in Emergency Situations

5335 Care of Students with Chronic Health Conditions

5336 Care of Students with Diabetes

5340 Student Accidents

Immunizations

5320 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

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| 6152 | Student Fees, Fines and Charges |
| 6152.01 | Waiver of School Fees for Instructional Materials |
| 5830 | Student FundRaising |

Meal Service

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| 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

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| 7530 | Lending of Board-Owned Equipment |
|------|----------------------------------|

Advertising Outside Activities

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

Academics

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| 2340 | Field and Other District-Sponsored Trips |
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Grades

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| 5421 | Grading |
| 5410 | Promotion, Academic Acceleration, Placement, Retention |
| 2623 | Student Assessment and Academic Intervention Services |
| 2623.02 | Third Grade Reading Guarantee |

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| 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

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|---------|--|
| 2430 | District Sponsored Clubs and Activities |
| 2430.02 | Participation of Community School Students in Extracurricular 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 <https://go.boarddocs.com/oh/lwcohs/Board.nsf/Public?open&id=policies> 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 <https://go.boarddocs.com/oh/lwcohs/Board.nsf/Public?open&id=policies> or by contacting the District's Department of Student Services.

Student Signature

Date