Franklin School of Opportunity
2025-2026

STUDENT - PARENT HANDBOOK

Franklin School of Opportunity
LOCATED AT LAKEWOOD HIGH SCHOOL Door 6
14100 Franklin Boulevard
Lakewood, OH 44107

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LAKEWOOD CITY SCHOOLS
OUR MISSION

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

FRANKLIN SCHOOL OF OPPORTUNITY
OUR MISSION

Provide a safe, caring, supportive environment where non-traditional learners are empowered academically and personally to reach their full social, emotional and academic potential. We are a team of educators that embrace diversity, welcome creativity and work together to achieve success for all students.

Forward

This Student Handbook was developed to answer many of the commonly asked questions students and guardians may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference. Any questions that are not addressed in this Handbook, can be answered by teachers or the building administration. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies are available from the building principal and on the District's website.

Policies can be found on the district website:
https://go.boarddocs.com/oh/lwcsoh/Board.nsf/Public?open&id=policies

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.

Equal Education Opportunity

All students of the Lakewood City School District will have equal educational opportunities. Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. Complaints will be investigated in accordance with the procedures described in this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

The following people have been designated as Coordinators to handle inquiries regarding non-discrimination policies:

Section 504 Officer:
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) 529-421

Student Responsibilities

Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in adhering to school rules and regulations. Responsibility is inherent in the exercise of every right. It is impossible to list all student responsibilities, but it must be emphasized that the absence of responsibility means a weakening of rights.

Students have the responsibility to:

- Attend school and attempt to complete the course of study developed by the student and their parents.
- Report to classes on time with the necessary materials, be prepared with lessons and have a positive attitude toward learning.
- Be aware of and adhere to school regulations and respect the authority of school officials who enforce the rules. This responsibility extends to a student's conduct to and from school as well as in the buildings.
- Develop tolerance for verbal and written viewpoints and opinions of others and to recognize the right of other individuals to form different points of view.
- Provide information in disciplinary cases should the student be asked and have knowledge of importance in such a case.
- Dress according to the dress code.
- Respect the school property as well as the property of others.
- Accept the consequences for any wrong act they may commit, subject to the right of appeal as set forth elsewhere in this handbook.
- Respect the authority of all employees of the Lakewood City Schools.
- Assist in maintaining cleanliness of all buildings and properties in the Lakewood City Schools.

School rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

FERPA - PROTECTION & PRIVACY OF STUDENT RECORDS

STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information. Student personally identifiable information (PII) includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates. The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator. Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution. Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code. A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as school officials for the purpose of FERPA:

A. persons companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant), and
B. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers)

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records. Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing the school official's tasks (including volunteers) is also considered a school official for purposes of FERPA provided the parent or student meets the above-referenced criteria applicable to other outside parties.

Legitimate educational interest is defined as a direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as directory information. The Board designates as student directory information: a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received. School-assigned email accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology. Directory information shall not be provided to any organization for profit-making purposes. Parents and eligible students may refuse to allow the Board to disclose any or all of such directory information upon written notification to the Board within ten (10) days after receipt of the Superintendent's annual public notice. In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces. The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer. Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of directory information, either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent. The Board may disclose directory information, on former students without student or parental consent unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent. The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

Positive Behavioral Interventions and Supports (PBIS)

FSO utilizes a proactive approach to improve school safety and promote positive behavior. The focus of PBIS is prevention, not punishment. Our school expectations are as follows:

- Academics
- Behavior
- Coursework

ACADEMICS

Franklin School of Opportunity (FSO)

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

Franklin School of Opportunity provides an innovative and personalized delivery model to support students academically, socially and emotionally. To maintain a respectful environment with center-based learning, students paced and focused instruction and active partnerships with parents and the Lakewood community.

Franklin School of Opportunity provides a safe, caring, supportive environment where nontraditional learners are empowered to reach their full academic potential. The staff is a dedicated team of educators embracing diversity, welcoming creativity and working 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 bell schedule, student schedule and FSO specific rules and guidelines when registered with FSO.

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 FSO 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.

FSO/LHS High School Grading Scale and Quality Points

Quarter Percentage Range	Quarter Letter Grade	GPA Quality Points Regular Courses	GPA Quality Points Advanced Courses	GPA Quality Points AP/CCP Courses	Course Final Point Value Range Regular Courses	Course Final Point Value Range Advanced Courses	Course Final Point Value Range AP/CCP Courses*	Course Final Letter Grade
96.500-100.000	A+	4.333	4.833	5.333	4.170-4.330	4.670-4.833	5.170-5.330	A+
92.500-96.490	A	4.000	4.500	5.000	3.830-4.160	4.330-4.660	4.830-5.160	A
89.500-92.490	A-	3.667	4.267	4.667	3.500-3.820	4.000-4.320	4.500-4.820	A-
86.500-89.490	B+	3.333	3.833	4.333	3.170-3.490	3.670-3.990	4.170-4.490	B+
82.500-86.490	B	3.000	3.500	4.000	2.830-3.160	3.330-3.660	3.830-4.160	B
79.500-82.490	B-	2.667	3.267	3.667	2.500-2.820	3.000-3.320	3.500-3.820	B-
76.500-79.490	C+	2.333	2.333	2.333	2.170-2.490	2.170-2.490	2.170-2.490	C+
72.500-76.490	C	2.000	2.000	2.000	1.830-2.160	1.830-2.160	1.830-2.160	C
69.500-72.490	C-	1.667	1.667	1.667	1.500-1.820	1.500-1.820	1.500-1.820	C-
66.500-69.490	D+	1.333	1.333	1.333	1.170-1.490	1.170-1.490	1.170-1.490	D+
62.500-66.490	D	1.000	1.000	1.000	0.830-1.160	0.830-1.160	0.830-1.160	D
59.500-62.490	D-	0.667	0.667	0.667	0.500-0.820	0.500-0.820	0.500-0.820	D-
00.000-59.490	F	0.000	0.000	0.000	0.000-0.490	0.000-0.490	0.000-0.490	F
Incomplete	I	0.000	0.000	0.000	0.000	0.000	0.000	I

*All AP and College Credit Plus grades will be weighted.

Incomplete grades will be changed to “F” if not completed by the end of the following quarter.

Quarter Letter Grades are calculated using the teacher assignments and the Quarter Percentage Range.
Course Final Letter Grades are calculated using the Course Final Point Value from the quarter grades and exam grade.

Quarter 1 (45%)	Quarter 2 (45%)	Exam (10%)	Final Grade:
B (85%)	A (90%)	C (75%)	B+
0.45 x 3 = 1.35	0.45 x 4 = 1.8	0.10 x 2 = 0.2	1.35 + 1.8 + 0.2 = 3.35

Important Notes:

In addition to achieving the above listed calculated *Final Letter Grade*, a student’s final grade will be impacted by the following:

- Students MUST pass *2 out of the 3 grade opportunities* to be given a passing grade for a semester course (cannot have 2 “F” grades in the semester)
- Teachers are permitted to increase or decrease (with administrative approval) student grades from the calculations based on individual circumstances.

Class of 2026 and Beyond

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	3½ 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	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

21.5 Credits Total

*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 much 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 brand 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 Theatre 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.

ATHLETICS/EXTRA-CURRICULAR

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.

Policy Regarding Attendance, Conduct, and Extracurricular Participation

Participation in our extracurricular activities is a privilege that is regulated by LHS Rules, Rights, and Responsibilities and the Code of Conduct established by the Lakewood Board of Education. Students participating in extracurricular activities may not be absent due to illness for more than four periods on the day 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 in-school assignments are eligible to participate in all extracurricular activities. Students who serve out-of-school suspensions are not permitted to attend or participate in any school functions or activities during the suspension period. Failure to maintain these standards will result in temporary removal, suspension, or exclusion from the activity as determined by the club advisor and Activities Administrator, after appropriate due process.

Club Regulations

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

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

ATTENDANCE

Attendance Procedure (Policy #5200)

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned. A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year. In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence. Students are expected to attend school regularly. Attendance in school is often reflected in a student's grades and achievement. Many studies show that chronically absent students are less likely to be readers in the early grades and less likely to graduate.

Reporting Procedures for Absence

It is the responsibility of the home to have students in regular attendance. The parent/guardian of the student must call the attendance office by 8:45 a.m. on each day of the absence. The attendance number is (216) 529-4037 and may be called 24 hours per day. If no call is received by 8:45 a.m., the student will be listed as unexcused and an attempt will be made to contact the parent. If parental verification cannot be established, the student will be considered truant. Calls clearing a student's absence or tardiness from school must be received within 48 hours of the absence. If this is not done, the absence/tardiness will remain unexcused. A student is considered truant until the parent contact has been made.

Reporting Procedures for Medical Appointments

A parent must call the attendance office prior to, or the morning of an appointment. When the student returns to school, the student must report to the attendance office and notify the attendance secretary. Verification is required from the doctor's office. Failure to follow the procedure will result in an unexcused absence.

School Day

Classes are in session from 8:45 am until 2:15 pm. Students are required to be in school on time. Students may not leave the school between classes or before the end of the day without permission from the FSO school office.

Doctor's Notes

A medical excuse for personal illness will be accepted in the form of doctor's note within 10 school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit.

Excused Absence

The school administration is the determining agent for excused absences. The Board considers the following factors to be reasonable excuses for time missed at school:

- personal illness (a written physician's statement verifying the illness may be required)
- appointment with a health care provider
- illness in the family necessitating the presence of the child
- quarantine of the home
- death in the family
- necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- observation or celebration of a bona fide religious holiday
- out-of-state travel (up to a maximum of twenty-four (24) hours days per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity Other requests for extenuating circumstances may also be considered by the building administrator. Any classroom assignment missed due to the absence shall be completed by the student.

Excessive Absences

When a student of compulsory school age is absent from school with combined non medical excused absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered excessively absent from school. The District or school shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken. A medically excused absence occurs any time a student is out of school due to illness or medical visit (physician, dentist, mental health, etc.). A medical excuse for personal illness will be accepted in the form of doctor's note within 10 school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit. A student may have up to ten (10) medically excused absences without a doctor's note, but with a phone call from a parent/guardian. This policy will be extended beyond ten (10) days if the student or someone in the student's family is in quarantine due to recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic.

Habitually Truant

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year. A student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or for fifteen (15) or more school days in one (1) year.

Legitimate excuses for the absence of a student who is otherwise habitually or chronically truant include but are not limited to:

- the student was enrolled in another school district;
- the student was excused from attendance in accordance with R.C. 3321.04; or
- the student has received an age and schooling certificate

Absence Intervention Team

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian, with written notice of the plan.

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences provided the team must first obtain written permission to release confidential information about a student to third parties, such as a representative of an outside agency on an intervention team.

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the Principal shall make at least three meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts, but is unable to participate for any reason, the Principal shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse and the student's parent/guardian/custodian, guardian ad litem, or

temporary custodian fails to respond to the attempts to secure participation, the attendance officer shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

Intervention Strategies

In order to address the attendance practices of a student who is habitually truant, the intervention team may, as a part of an intervention plan, take any of the following intervention actions:

- provide counseling to the student
- request or require the student's parent to attend a parental involvement program
- request or require a parent to attend a truancy prevention mediation program
- notify the Registrar of Motor Vehicles of the student's absences
- take appropriate legal action
- assignment to an alternative school

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the Principal may, in his/her discretion, assign the District's Dropout Prevention Agent to work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer. The absence intervention process shall commence upon the first day of instruction of the next school year.

Reporting Requirements

The attendance officer shall file a complaint in the juvenile court against a student on the sixty-first (61st) day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

- The student is habitually truant.
- The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.
- The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the attendance officer shall file a complaint in juvenile

court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the sixty-first (61st) day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months, the attendance officer may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent under R.C. 3321.13(b)(2). The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of absences without a legitimate excuse as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's unexcused absences and habitually absent status.

If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

The District shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the Department, any of the following occurrences:

- when a notice that a student has been absent with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year is submitted to a parent/guardian/or custodian;
- when a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, or seventy-two (72) or more hours in a school year;
- when a child of compulsory school age who has been adjudicated an unruly child for being a habitual truant violates the court order regarding that adjudication;
- when an absence intervention plan has been implemented for a child under this policy.

This policy was developed after consultation with the judge of the juvenile court of Cuyahoga County, with the parents, guardians, or other persons having care of the students attending school in the district, and with appropriate State and local agencies.

Class Cutting

Class cutting is defined as an unauthorized absence from class. Cutting class will be classified as an unexcused absence; therefore, students may not receive credit for work or tests missed during the period(s)
skipped and are subject to further disciplinary action.

Family Vacation

We understand that planned absences are extremely important for the family, however the absences will be listed as unexcused; additionally, we would appreciate that during final exams, consideration be given to your child to make sure they successfully complete all course work, including final exams. Students will assume responsibility for meeting with each teacher to make up all missed class work. All assignments issued during a planned absence shall be turned in on the first day the student returns from their absence. All tests or quizzes missed during a planned absence shall be made up during the first week after a child returns from a planned absence. The final decision for this schedule shall be determined by the building administration.

Make-Up Work

Except in cases of planned absence, a student has one day for each day of excused absence to make up any incomplete work. Parents can call to request assignment materials from teachers if your child is absent from school for two or more days. Teachers reserve the right to set firm deadlines for long term assignments/projects.

Tardy Policy

A student who arrives at school after 9:00 am is considered tardy. If the student is arriving late because they attended an appointment with a health care provider, it would be considered a partial day absence.

Withdrawal of Students

The Board affirms that, while statute requires attendance of each student from six (6) years of age, or five (5) years of age if enrolled in kindergarten, and not formally withdrawn, until eighteen (18) years of age, it is in the best interests of both students and the community that they complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the schools. A child enrolled in kindergarten is deemed to be of compulsory school age unless the child's parent or guardian, at the parent or guardian's discretion and in consultation with the child's teacher and principal, formally withdraws the child from kindergarten. The Board directs that whenever a student wishes to withdraw, effort should be made to determine the underlying reason for such action and the resources of the District should be used to assist the student in reaching his/her career goals. No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent and in compliance with State law. Whenever a student under the age of eighteen (18), withdraws from school without moving out of State, transferring to another approved school, being granted an age and schooling certificate, or enrolling in and attending an approved program, the Superintendent shall notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court. Such notification is to be given within two (2) weeks after the Superintendent confirms the student is not properly enrolled in and attending another approved school or program or has moved out of State. The Superintendent shall ensure that proper procedures are established so that such notification complies with the provisions of R.C. 3321.13 (B)(1). In accordance with Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. Any resulting expulsion shall be imposed for the same duration it would have been had the student remained enrolled.

Withdrawal/Transfer Out of District

If a student is moving out of the district, a withdrawal form must be obtained from the Counseling Office. All books must be returned, the locker emptied, district issued devices returned, and all bills paid before credits are transferred. Student's records will be transferred to the new school at the parent/guardian's written request providing there are no outstanding debts.

COMPUTER/TECHNOLOGY/NETWORKS

Acceptable Use Policy

All students will be required to review and sign off on the Acceptable Use Policy ("AUP" – Board Policy 7540) prior to using technology resources at FSO. 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 without 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. FSO is not responsible for the loss, theft, or damage of electronic devices.

Telephone and Cell Phone Use

Students wishing to place calls during school hours should report to the office to request permission and use the Office phone. Cell phones are not to be used during instructional time and may only be used with teacher approval (high school students). Middle school students are required to turn in their phones to the FSO office upon arrival each day. Recording of any kind is not permitted unless specifically approved by administration or staff. 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.

GENERAL INFORMATION

Civility Policy (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.

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 LHS General Instructional fee ($26), the cost of any workbooks, paperback books, etc. which are required to purchase for a class, and the fees associated with special elective courses (such as art classes, family consumer science electives, career-technical courses, etc.).

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

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.

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 FSO’s Office 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 office in the original container by an adult.

All prescription medications will be dispensed from the FSO Clinic 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 FSO Clinic. Please refer to the full policy at lakewoodcityschoools.org. Policy number: po5330.

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 lakewoodcityschoools.org. Policy: po5335

ID Cards

Each student will be issued a photo ID and lanyard. All students enrolled at FSO are required to present an 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.

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

Lunch/Cafeteria Expectations

Students are expected to:

- Display polite and orderly behavior
- Take a place at a table and wait to be called for lunch distribution.
- Deposit trash in the barrels provided
- Clean up table and surrounding area
- Refrain from littering and throwing food or any object
- Respect the rights of all using the facility

School officials have the right to correct student behavior by relocating students to a different area, designating seating assignments, or removing students from the room as deemed necessary.

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.

Security Hotline

The Safer Ohio School Tip Line that accepts calls and texts 24/7. The tip line allows students, parents, school administrators, and staff members to anonymously share information with school officials and law enforcement about threats to student safety. The tip line number is 844-SaferOH (844-723-3764).

Student Parking and Driving

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

- Student parking is only permitted in the north lot in the areas designated for student parking. Student vehicles found parked in any other high school area, during the school day, may be towed at the vehicle owner's expense.
- Students may purchase parking registration stickers, at a cost of $20.00 per vehicle, in the Bookroom. Parking stickers are non-transferable.
- Students must complete the Application for Student Parking Permit and furnish all information requested on the application including the signature of the parent/guardian. Failure to complete all areas of the application will result in the request for a parking sticker to be denied.
- Students must produce a valid Ohio Operators license when submitting the application.
- Parking stickers for the current school year must be affixed to the lower right corner of the vehicle's windshield. Prior year stickers should be removed. Parking stickers affixed to any other area of the vehicle may result in security not noticing the sticker and could cause the vehicle to be towed at the vehicle owner's expense.
- Students are expected to obey all State of Ohio Traffic and Criminal Statutes and City of Lakewood Traffic and Criminal Codified Ordinances. Reckless operation, excessive speed, illegal parking, etc. will result in the student having his/her parking privileges revoked. The $20.00 permit fee will not be refunded.
- Upon arrival at school students are not to loiter in the parking lot or drive around the campus. Students should remove their books and personal items needed during the school day, lock their vehicle, and report to class. Students are not to return to their vehicle until the end of his/her school day. Students needing to visit their vehicle during the school day MUST obtain written permission from his/her House Office.
- Vehicles must be parked within the designated parking spaces.
- All parking on Lakewood City School properties is at the vehicle owner/drivers own risk. Lakewood City Schools assumes no responsibility for damage to or theft from any vehicle. Unauthorized vehicles will be towed at vehicle owner expense.
- Lakewood City Schools will not assume responsibility for any damage to the car or its contents.
- Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of school rules. A search may also be conducted to protect the safety of others. Searches may include the assistance of dogs trained to detect the presence of drugs. Applying to drive and park on school premises constitutes acceptance that there is no expectation of privacy for

materials stored in the car while on school premises.

Textbooks/Chromebooks

Textbooks are furnished by the Lakewood Board of Education to each student attending school. They are issued by FSO Staff. Textbooks should be handled with care and returned to your FSO teacher at the end of the school year, when the subject has been completed, or when the student withdraws. 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 FSO Office.. 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.

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.

Visitor's Pass Procedure

Parents are encouraged to be an active participant in the FSOl community. To ensure the safety of our students and staff, all visitors should make prior arrangements with administration or individual teachers. Unauthorized persons are not permitted to enter the school.

All visitors will be expected to:

- Enter through Door 6 (Main Office)
- Present a Driver's license or State ID and state the purpose of the visit at the Main Visitor Entrance
- Obtain a visitor's pass and obtain a host or escort if necessary
- Report to the appropriate office or area
- Return the visitor's pass to the original point of entry

DISCIPLINE

Student Discipline

The Board acknowledges that conduct is closely related to learning - an effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students. The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

LAKEWOOD CITY SCHOOLS
CODE OF CONDUCT

Creating a Supportive Learning Community

Our Fundamental Principles

- We believe in supporting student growth, learning, and personal development
- Every student has inherent worth and the capacity to make positive choices
- Discipline is an opportunity for learning, reflection, and positive behavioral change

Our Foundational Commitments

1. Respect and Dignity
   - All members of our school community are treated with respect, compassion, and dignity
   - We recognize that behavior is a form of communication and we seek to understand the underlying needs and experiences of each student

2. Collaborative Behavior Management
   - Disciplinary approaches focus on teaching appropriate behaviors, developing social-emotional skills, and supporting student success
   - We actively involve students, families, and staff in developing/maintaining a supportive learning community

3. Preventative and Supportive Approaches
   - We implement proactive strategies to prevent misconduct and support positive behavioral choices
   - Social-emotional learning, conflict resolution skills, and positive relationship-building are integral to our approach
   - Individual student needs are addressed through personalized support plans when necessary

4. Clear Expectations and Transparent Processes
   - Behavioral expectations are clearly communicated, consistently applied, and age-appropriate
     - We teach and reteach expectations for student understanding
     - Conduct infractions are listed below, and are included in disciplinary communication
   - Disciplinary processes are transparent, fair, and focused on learning and growth

(continued)

5. Student Rights and Responsibilities
- Students have the right to:
    - A safe and supportive learning environment
    - Be treated with respect and dignity
    - Receive support for social-emotional and academic challenges
    - Participate in their own behavioral growth and learning

- Students are responsible for:
    - Respecting themselves and others
    - Engaging positively in the learning community
    - Taking accountability for their actions
    - Seeking help and support when needed

6. Addressing Misconduct
- When behaviors do not meet school expectations, our response:
    - Prioritizes understanding the root causes of the behavior
    - Uses restorative practices that repair harm and rebuild relationships
    - Provides skill-building opportunities
    - Offers graduated supports and interventions
    - Involves families and support systems
    - Ensures due process, fair treatment, and proportionate consequences

7. Serious Behavioral Concerns
- Additionally, in instances of severe misconduct that potentially threaten school safety, we will:
    - Conduct thorough, impartial investigations
    - Follow legal and district guidelines
    - Provide due process

8. Continuous Improvement
- We regularly review and update our behavioral support systems
- Data is collected to understand behavioral trends and effectiveness of interventions
- Staff receives ongoing training in trauma-informed practices, de-escalation, and restorative approaches

<u>Our Goal</u>

Our goal is not to simply control behavior, but to help students
develop the skills, understanding, and motivation to
make positive choices that support their own - and others' - success.

Classroom Environment

It is the responsibility of students, teachers and administrators to maintain a classroom environment that allows:

- a teacher to communicate effectively with all student in the class;
- all students in the class have the opportunity to learn.

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 may 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 may result in a grade of "F" in the course posted to the student's transcript and further discipline.

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)

Dress and Grooming

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 FSO 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

Care of Property

The Board believes that the schools should help students learn to respect property. The Board charges each student with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use. Students who cause damage to school property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law, except that students eighteen (18) years of age or older shall also be liable for damage they cause. The Board authorizes the imposition of fines for the loss, damage or destruction of school equipment, apparatus, musical instruments, library material, textbooks, and for damage to school buildings.

The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

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.

Student Discipline Code

Each of the behaviors and/or types of misconduct described below are prohibited and may be subject to student disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

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

A. PARENT/GUARDIAN CONFERENCE

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

B. IN-SCHOOL ASSIGNMENT/REMOVAL

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

C. REMOVAL BY TEACHER

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

1. Students are not to be removed from the school premises. They are to be sent to the office of the Coordinator.

2. Removal of students shall be limited to no more than one school day for any single incident. The teacher will attempt to contact the student's parent or guardian within one school day to discuss the reasons for the removal.

3. The specific reasons for removal by the teacher will be submitted to the Coordinator in writing as soon after the removal as practicable.

The Coordinator will notify the teacher of the disposition.

D. REMOVAL BY ADMINISTRATOR

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

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

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

E. LOSS OF DRIVING PRIVILEGES

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

1. Excessive Absence - absence without legitimate excuse for more than ten (10) consecutive school days or for fifteen (15) total school days.

2. Unauthorized Withdrawal - whenever a student of compulsory school age has stopped attending school (withdrawn) for a reason other than the change of residence and is not enrolled in and attending a school with an approved program to obtain a diploma.

3. Drug/Alcohol Suspension/Expulsion

4. Firearm/Knife/Weapon Suspension/Expulsion

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

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

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

F. SUSPENSION

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

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

2. The pupil is provided an opportunity for an informal hearing to discuss the reason for the intended suspension and/or otherwise explain his/her actions.

3. An attempt is made to notify his/her parent, guardian, or custodian immediately of the

impending action and the reasons for it.

4. Within one school day, a letter is sent to the parent, guardian, or custodian stating the reasons for the suspension and including notice of their right to appeal such action to the Board of Education or to its designee, to be represented in appeal proceedings, to be granted a hearing before the Board or its designee, to request such hearings be held in executive session, and in some cases that the Superintendent may seek permanent exclusion.

5. Simultaneous written notice of the suspension is sent to: 1) Superintendent of Schools, 2) Treasurer of the Board of Education, and 3) pupil's school record.

G. EXPULSION

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

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

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

2. Conduct a hearing when practicable under appropriate guidelines of hearing procedures within the above stated period.

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

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

H. WEAPONS EXPULSION

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

I. VIOLENT CONDUCT EXPULSION

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

J. BOMB THREAT EXPULSION

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

K. PERMANENT EXCLUSION

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

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

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

STUDENT SEXUAL HARASSMENT POLICY

It is the policy of the Lakewood City Schools to maintain a learning environment that is free of sexual harassment. https://go.boarddocs.com/oh/lwcsoh/Board.nsf/Public?open&id=policies#

Sexual harassment shall consist of unwelcomed sexual advances, requests for sexual favors, or other inappropriate verbal or physical conduct of a sexual nature by a member of the student body to another person. Sexual harassment may include, but is not limited to, unwanted touching, patting, pinching, verbal or written comments of a sexual nature, pressure for sexual activity, sexual gestures and jokes.

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

SEARCH AND SEIZURE

Administrators may, with reasonable cause, search students and student possessions. These searches should not be conducted unless the administrator has reasonable grounds for suspecting that the

search will produce evidence that the student has violated or is violating either the law or the rules of the school.

Lockers are the property of the Board of Education. Lockers and the contents of all lockers are subject to search at any time without regard to whether there is reasonable suspicion that any locker or its contents contain evidence of a violation of a criminal statute or a school code. (ORC 3313.20)

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.

ANTI-HARASSMENT

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.

Harassment

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

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

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.

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.

STUDENT HAZING

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

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

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

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

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

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

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

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

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

Harassment, intimidation, or bullying means:

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

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

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing. This policy's use of the terms intimidation, harassment and bullying includes aggressive behavior, as set forth above.

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

A. teasing;
B. threats;

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

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

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

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

All complaints about harassment, intimidation, bullying or aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such 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.

2025-2026 Franklin School of Opportunity Handbook Additions

1. *Open Containers* - **Students <u>may not</u> bring open containers into the building at any time.** This applies to ALL drinks, including coffee, pop, water, iced tea, etc. Students may bring a sealed drink and open it once in the building or they may bring an empty water bottle and fill the bottle inside the building.

2. *Backpacks/Jackets* - FSO does not require students to complete homework or outside projects therefore it is not necessary for students to carry backpacks. **<u>NO</u> backpacks, bags or purses are permitted to be carried in the building. Additionally, jackets/coats are not permitted to be worn around the building. These items pose a safety risk to students and staff, which is in violation of Lakewood BOE policy and the approved dress code.** If students choose to carry a backpack, the backpack must be **CLEAR**. Students may also carry small bags for lunches and personal items (no bigger than a paper bag for lunches and pencil pouch for personal items). If a student needs to carry a bag for athletics or West Shore, they must drop the bag off in the designated bag area upon arrival each day, along with any jackets/coats or other large personal belongings. Clear backpacks and clear personal pouches will be available to students, along sweatshirts/long sleeved shirts are available for those wishing to carry a backpack or for those needing additional layers due to building temperature.

3. *Phones* - **Middle school students <u>are not</u> permitted to have phones during the school day.** They are required to drop off their phones in a designed area in the main office upon arrival each day. If a middle school student needs to access their phone during the day, they may ask permission from their teacher to go to the office. High school students are not permitted to use their phones during class time (unless the teacher gives permission). Students may be required to place their phones in the designated pockets at the front of each classroom. If a HS student is caught using their phone during class, they will be given a warning. If a HS student is caught a second time, they will be required to bring their phone to Ms. Elwell for the rest of the school day.

4. *Hallways, Campus & Schedules* - Students must follow their assigned schedule. If a student needs to leave class, they must have a pass. FSO does not have "Open Campus" privileges. **Students <u>may not</u> leave campus at any time during the school day, unless they are a West Shore student or are approved for early dismissal.** If a student needs to leave school for any reason, they must have their parent/guardian contact the FSO Office. **Students <u>are not</u> permitted to call themselves out or sign themselves out.** If a student is feeling ill, they should come to the office and a staff member will call home.

5. *Attendance* - Ohio law requires that students receive a minimum of 910 hours of schooling per year. Any missed time will count against this total, inducing absences, tardies and early releases. FSO operates with a modified schedule (8:45-2:15) so students must be in school everyday, for the full day, unless they have approved late arrival/early dismissal. **Students who are consistently missing hours <u>will be</u> required to make up hours before or after school and are subject to an attendance plan and truancy filing.**

6. *Food Ordering* - **Students <u>may not</u> order food or have food delivered to FSO at any time unless the FSO Coordinator grants permission.** FSO must comply with federal and state law when serving school meals.

7. *Dress Code* - **Students <u>must</u> adhere to the district dress code, as stated in the handbook, per Lakewood Board of Education policy.** Students who are out of dress code will be offered a Lakewood shirt (if applicable) or will be sent home for the day. These absences will not be excused and the student would be responsible for making up any missed hours/work.

8. *Stealing* - **Stealing is unacceptable and <u>will not</u> be tolerated at FSO.** A student found stealing from another student or staff member will be recommended for suspension. The coordinator has the right to involve the police if necessary.

9. *Electronics* - **FSO <u>is not</u> responsible for any lost or damaged technology, including district issued Chromebooks and personal phones and devices.** Lost and/or damaged district Chromebooks are subject to additional charges on student fees. Legitimate technology issues with district Chromebooks should be taken to

Ms. DePauw during common time (before school, after school, lunch) to submit a tech ticket. One loaner computer is available in these situations.

10. Technology - Students **must** adhere to the acceptable use policy and should not be accessing restricted websites (Youtube, social media, etc.) during class time. Additionally, students should not be communicating with each other via school email or Google Docs. Remember, all Chromebook activity is monitored by the district and privileges can be restricted if students do not use their computer appropriately.

11. *Respect* - All students are to respect their peers and other staff members at all times. **NO bullying or inappropriate language will be tolerated. No fake fighting, fighting, name calling, touching, taunting, or creating discomfort is permitted at any time.** These are serious offenses and could result in school disciplinary action. Every student is required to act appropriately and respect all individuals at all times.

12. *Criminal Activity* - **FSO will not tolerate drugs, selling of drugs, gang activity, gambling, smoking, vaping, drinking or any other illegal activity.** This puts the safety of students and staff in jeopardy. If you witness any of this activity, please report it to a staff member. This does not make you a snitch. This keeps our building safe. Lakewood Police will be contacted, with students subject to criminal charges and/or fines for any illegal activity in the building or on school property. As a side note, school property includes the playground in front of the school, the parking lot and adjacent sidewalks.

13. *Vandalism* - FSO is a building owned and operated by the Lakewood Board of Education. **Writing on walls, desks, furniture or district technology is considered vandalism and will not be tolerated.** The building is to be kept in good order and well maintained. Students caught vandalizing school property will be subject to school discipline and/or criminal charges.

14. *Driving*- Students will need to have an LHS student parking permit if they want to drive to school and park on campus. Information regarding the purchase process for parking permits will come from Ms. Morgan, LHS Principal, and be forwarded by Mr. Maruk. All students driving to school need to follow district policies. **NO smoking, speeding or reckless driving is permitted.** Safety is a priority and driving privileges will be revoked if students do not follow these policies.

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/lwcsoh/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/lwcsoh/Board.nsf/Public?open&id=policies or by contacting the District's Department of Student Services.

_____ _____

Student Signature Date