

Lakewood High School

Student Handbook

2025-2026 School Year

9331 Lancers Road SE, PO Box 70

Hebron, Ohio 43025

740-928-4526 (office) 740-928-3731 (fax)



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Principal's message - 2025-2026 School Year

Dear Parents and Students of Lakewood High School,

Welcome to the 2025-2026 school year. The staff at Lakewood High School are excited to be back and begin the new school year. We are planning to continue to strive to become one of the best high schools in the area and give your students an exciting, challenging and rewarding school year.

Lakewood High School has increased course offerings to our students for the 2025-2026 school year. We will have intramurals offered during lunch again. Each student will also have a Lancer Period to work with their teacher(s) on specific academics or students could use it as an opportunity to meet with their guidance counselor to discuss post secondary options, career pathways or to discuss emotional and social concerns.

As we continue to instill the principles of Lancer Pride into our students, they will once again have opportunities to give back to the community through the Big Buddies Program, the LMS tutoring program, and various other programs offered throughout the year. In addition, the opportunities afforded to them through our athletics, performing arts, and club life continue to grow and thrive. It is truly a great time to be a Lancer.

The year will move extremely quick for our students that enter the doors as seniors. Before we know it they will be working on college applications, FASFA forms, scholarship applications and job applications. The staff at Lakewood High School will continue to work closely with the students to assist them in their choice of post high school endeavors. As for the rest of the student body their time will seem to speed by too whether it's our freshmen learning the ins and outs of high school, our sophomores applying to C-tec, or our juniors preparing for the ACT, the activities of the school year will come and go in a glance. The staff here at LHS will be here every step of the way to assist your child in growing and learning to become the best they can be.

This handbook is your tool to assist you as you begin the 2025-2026 school year. It is designed to answer questions you may need a quick response to. Remember students and parents, we are only a phone call away to assist you or your student as they enter the doors to begin their high school career till the day they leave us and become part of the alumni community.

Belinda Hohman
Lakewood High School Principal

PURPOSE

This student handbook was developed to answer many questions commonly asked that students and parents may have during the school year. It also is developed to provide information related to Lakewood Local School District Board of Education policies and procedures.

This handbook contains important information. Please take time to become familiar with the information contained in the handbook. If you have questions that are not addressed in the handbook, you are encouraged to talk to teachers or the building principal.

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 status of the Board's policies and the school's rules as of June 2025. If any policies or guidelines referenced herein are revised after June 2025, the language in the most current policy or administrative guidelines prevails.

Current copies of all Board policies are available online at www.lakewoodlocal.k12.oh.us and click on District/Board of Education.

MISSION STATEMENT

LAKWOOD... A FAMILY-FRIENDLY, INCLUSIVE COMMUNITY DEDICATED TO EMPOWERING EVERY LEARNER THROUGH INNOVATION, COLLABORATIVE PROBLEM-SOLVING AND CONSISTENT COMMUNICATION.

VISION STATEMENT

Reimagining education, instilling community pride, inspiring future success.

CORE VALUES

P - Positive

R - Respectful

I - Integrity

D - Determined

E - Engaged

The Lakewood Local School District does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services

CONTACT INFORMATION

Office Hours:	7:00 AM - 2:40 PM
Phone Number:	740-928-4526
Fax:	740-928-3731
Principal:	Belinda Hohman <i>bhohman@lakewoodlocal.org</i>
Assistant Principal:	Daniel Fox <i>dfox@lakewoodlocal.org</i>
Building Secretaries:	Chris Wogan <i>cwogan@lakewoodlocal.org</i> Penny Truex <i>ptruex@lakewoodlocal.org</i> Debbie Bowman <i>dbowman@lakewoodlocal.org</i>

Schedules

Teacher workday 7:05-2:35

The student school day starts at 7:30 A.M. and ends at 2:30 P.M. Doors open for students at 7:20 A.M.

Regular Day Bell Schedule

Early Warning Bell	7:25 AM
Period 1	7:30 - 8:10 AM
Period 2	8:14 - 8:54 AM
Period 3	8:58 - 9:38 AM
Period 4	9:42 - 10:22 AM
Period 5	10:26 - 11:06 AM
Period 6	11:10 - 11:50 PM
Lancer Period	11:54 - 12:18 PM
Period 7	12:22 - 1:02 PM
Period 8	1:06 - 1:46 PM

Two-Hour Delay Bell Schedule

Early Warning Bell	7:25 AM
Period 1	9:30 - 9:56 AM
Period 2	10:00 - 10:26 AM
Period 3	10:30 - 10:56 AM
Period 5	11:00 - 11:30 AM
Period 6	11:34 - 12:04 PM
Lancer Period	12:08 - 12:30 PM
Period 4	12:34 - 1:00 PM
Period 7	1:04 - 1: 30 PM
Period 8	1:34 - 2:00 PM
Period 9	2:04-2:30 PM

BELL SCHEDULES The student school day starts at 7:30 A.M. and ends at 2:30 P.M. Doors open for students at 7:20 A.M.

SCHOOL CANCELLATIONS

In the event that school is canceled, the district will notify parents using One Call Alert, Final Forms and social media. Please be sure to update contact information during your annual registration in Final Forms or as the need arises.

A. ACADEMICS

GRADING SCALE

Each student will receive a grade card at the conclusion of each nine-week grading period. The grading periods are as follows:

Lakewood Local Schools **District Grading Scale** (adopted 2/8/1999)

A+	100-98	A	97-93
A-	92-90	B+	89-87
B	86-83	B-	82-80
C+	79-77	C	76-73
C-	72-70	D+	69-67
D	66-63	D-	62-60
F	59- 0		

ACADEMIC TERMS

First Nine Weeks Concludes on	October 16, 2025
Second Nine Weeks Concludes on	December 19, 2025
Third Nine Weeks Concludes on	March 12, 2026
Fourth Nine Weeks Concludes on	May 28, 2026

INTERIM REPORTS

Interim reports will be posted to your student's ProgressBook at the midpoint of each nine weeks. If parents have any questions regarding their student's academic performance, they should feel free to contact the school for information regarding the online Parent Progress Book application.

FINAL GRADES

Semester Classes - Final grade is determined by two consecutive nine weeks grades plus exam grade. To pass the class, the student must pass two of three grades resulting in at least a D- average for the semester. A student may be exempt from taking the final exam per exemption guidelines. All students must take final exams unless they qualify for an exemption. Grades cards will be posted in the online Parent Progress Book application at the end of each nine weeks.

Year Long Classes - Grades cards will be posted in the online Parent Progress Book application at the end of each nine weeks. Final grades are determined by averaging the two semester grades together which must result in at least a D-. A student may be exempt from taking the final exam per exemption guidelines. All students must take final exams unless they qualify for an exemption.

EXEMPTIONS FOR FINAL EXAMS

Exemptions for courses that involve a State test:

- 1) Score "Proficient" Government, US History, Biology, Algebra 1, Geometry, ELA 2 EOC.
- 2) The student must be passing the course with a C- or better.
- 3) Students must not have triggered habitual truancy.

To qualify students must meet numbers 2 & 3 in addition to the test score

Exemptions for tests related to courses other than EOC:

- 1) Obtain a score on the WebXam that qualifies for competency. Exempts for the correlating courses. The student must be passing the course with a C- or better.
- 2) CCP students will take college exams only. They are exempt from taking LHS exams.
- 3) AP students are exempt from taking the LHS Final Exam. AP students all take the AP exam.
- 4) Students must not have triggered habitual truancy.

To qualify students must meet number 4 in addition to the test score

Exemptions for non-tested subjects:

- 1) Score remediation free (in subject area) on the ACT. English and Reading exempts ELA3, Math exempts whatever math class Juniors are taking. (Junior students only). The student must be passing the course with a C- or better.
- 2) Students who maintain a "B" average for the course through the 4th grading period interim grade.
- 3) Earn a 12 point industry credential (MET, Culinary, Leadership). The student must be passing the course with a C- or better.
- 4) Students must not have triggered habitual truancy.

Exemptions are available but not mandatory.

ACADEMIC PRINCIPAL AND HONOR LIST

After each grading period, the Principal's List and Honor Roll is announced. Students qualify for the Principal's List with all A's. The Honor Roll is all A's and B's. If a student receives a "U" (unsatisfactory) or an "I" (incomplete) in any class the student will not qualify for either list.

ADVANCED PLACEMENT GRADES AND TEST FEES

Students enrolled in Advanced Placement classes will receive a weighted grade based on a 5-point scale. This will take place at the end of the school year. Students AP test fees will be added to the school fees, which is the responsibility of the student to have paid prior to graduation.

SCHEDULE CHANGE POLICY

Students may make schedule changes within the first 3 school days of the start of the semester, changes after the first week could result in a withdrawal F. In addition, schedule changes may be made for those students who fail prerequisites, attend summer school or need classes for graduation. Students with broken schedules (multiple classes, missing courses, missing period, etc) will take preference over schedule changes in the order of being dealt with.

SPECIAL PROGRAMS

The Lakewood School District has available a broad range of assistance for students who have unique educational needs. The services available include the following:

Speech/Hearing and Language Therapy	Learning Disabled Tutoring	Classes for Developmentally Disabled Students
Psychological Services	Classes for Learning Disabled Students	School Counseling Services

CREDIT FLEXIBILITY

In 2006, the Ohio General Assembly established the Ohio Core Curriculum (SB 311), which directed the State Board of Education to develop a statewide plan for implementing methods for students to earn units of high school credit based on the demonstration of competency.

Flexibility was provided to students and educators to successfully meet these higher expectations. Implementation for Credit Flexibility began with the 2011-2012 school year. Credit Flexibility at

Lakewood High School includes learning opportunities and experiences that occur outside the realm of a “normal” school day. We fully realize the educational nature of such ventures, and we encourage students to take advantage of these opportunities by offering credit based on their experiences. Any Credit Flexibility options need to be pre-approved by multiple parties if high school credit is to be earned. Credit Flexibility includes independent study, testing out/ demonstrated mastery, online coursework and other educational options including, but not limited to internships, educational travel, service learning and mentoring opportunities. See a school counselor to begin the application procedures.

COLLEGE CREDIT PLUS PROGRAM/CONCURRENT ENROLLMENT

College Credit Plus is a program open to all students. This program enables eligible students to take college courses while in high school at a state technical college or four-year university or college at no cost to the student for tuition, books, or fees. Students and parents must attend an informational meeting in the spring and must meet all application deadlines.

Concurrent Enrollment is defined as taking college courses at a state technical college or four-year university or college at the expense of the student and their family. Concurrent Enrollment is permitted with the written permission of the high school administration and/or school counselor.

EARLY RELEASE WORK PROGRAM (OHIO MEANS JOBS READINESS SEAL)

There are three ways a student may be excused from regular class attendance:

1. Enrollment in an approved work study program such as CBI, ITech, OMJ work study program etc.
2. Participation in off-campus CCP course or courses
3. Verifiable internship or externship for which credit can be awarded

- All required EOC points for graduation earned or on track to earn all graduation points
- Student must maintain full-time student status at LHS
- Meet the required amount of high school credits to be promoted to the next grade level with a GPA of 2.5 cumulative, must maintain 2.5 each quarter throughout the year
- Work/Internship/Externship-signed Work Release Contract
- Permission signed from parent/ guardian
- Must not have been cited for habitual truancy or tardiness
- Students must return to school for State and District wide required testing

**** Administration has final approval on all work release****

VALEDICTORIAN & SALUTATORIAN

In order to qualify for Valedictorian and Salutatorian, a student must have been a full-time Lakewood High School student for their junior **and** senior year.

- The selection of the Valedictorian and Salutatorian will take place at the end of the school year.
- The graduating senior student with the highest grade point average will receive the Valedictorian Award. If two or more students tie for the highest grade point average, duplicate Valedictorian Awards will be presented.
- The graduating Senior Student with the second highest grade point average will receive the Salutatorian Award. If two or more students tie for the second highest grade point average, duplicate Salutatorian Awards will be presented.
- Additional criteria may apply.

ACADEMIC DISTINCTIONS

New for class of 2026 & beyond: Students with GPA falling within these ranges will receive a Cord, Stole or Medal to wear at Graduation:

- Summa Cum Laude- Gold Final GPA of 4.00 or Higher with Highest Honors
- Magna Cum Laude- Silver Final GPA of 3.75 to 3.99 with Great Honors
- Cum Laude- Bronze Final GPA of 3.50 to 3.74 with Honors

Typically known as “Latin Honors,” these distinctions are one of three achievement awards typically bestowed at graduation ceremonies at schools, colleges and universities. Each represents a certain level of academic achievement. It’s a mark of distinction that graduating students and professionals can include on their resumes to illustrate their academic success.

HONORS DIPLOMAS

ACADEMIC HONORS DIPLOMA

Requirements	State Minimum
1 Math	Fourth math must be > Algebra 2
2 Science	One additional unit Advanced Science
3 Social Studies	One additional unit Social Studies
4 World Languages	Three sequential units of one world language, or no less than 2 sequential units of two world languages studied
5 GPA	3.5 on a 4.0 scale
6 ACT/SAT	ACT: Score of 27 or higher, SAT: Score of 1280 or higher
7 Seal Requirement	Earn two additional diploma seals, not including Honors Diploma Seal
8 Experiential Learning	Field Experience & Portfolio, OhioMeansJobs Readiness Seal*, or Work-Based Learning

Students must meet all but one of the criteria to qualify for an Honors Diploma, and any one of the criteria may be the one that is not met.

Student Strength Demonstration Replacement

Students can use the Student Strength Demonstration to replace one of either the **ACT/SAT, GPA or World Language** requirement for any Honors Diploma. The Student Strength Demonstration options are listed below. The same options exist for each of the six honors diplomas* but, where relevant, should reflect coursework or experiences relevant to the theme of the Diploma. For example, a student earning the Academic Honors Diploma and using the College Credit Plus option to replace another requirement for the diploma should have College Credit Plus courses relevant to the Academic Honors diploma.

Options:

College Credit Plus: 12 total College Credit Plus credit hours

Advanced Placement: three courses with score of 3 or higher on AP tests

Career-Technical Assurance Guide (CTAG): Eligible to earn 12 total articulated credits

Apprenticeship/Pre-Apprenticeship: Completion or Evidence of Acceptance if required to be older than 18

WorkKeys: Score of 6 or higher on all tests (*void for Career-Tech Honors Diploma)

Armed Services Vocational Battery: Score of 50 or above on the ASVAB

Work-Based Learning: 250 total hours of work-based learning

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled to be held three times a school year. The dates of the scheduled conference nights are listed below. The teachers will be highlighting individual student data and discussing strengths and weaknesses they are seeing within their class. You will have the opportunity to discuss your concerns during this scheduled time. Please feel free to contact your student's teachers at any time if you have questions or concerns about their progress. In most cases, teacher email addresses are the first letter of their first name, then their last name followed by @lakewoodlocal.k12.oh.us all lower case. An example: bhohman@lakewoodlocal.k12.oh.us You can find a comprehensive contact list for the LHS staff on the Lakewood Local Schools web page.

Parent-Teacher Conference Dates

Wednesday Sept 17, 2025

Wednesday Dec 3, 2025

Wednesday Feb 11, 2026

INSTRUCTIONAL MATERIALS

All student instructional materials (e.g. laptops, classroom/library books, textbooks) are loaned to students for appropriate use during the school year and are to be handled with care per staff directions. If lost or damaged, the student is responsible for the cost of replacing the item.

STUDENT TESTING

In accordance with the Ohio Department of Education, Lakewood will administer End of Course assessments (EOC) near the end of the school year for first time test takers, and multiple times throughout the year for students who do not obtain a qualifying score. This testing applies to all students enrolled in Biology, English 10, Algebra 1, Integrated Math 1, Geometry, Integrated Math 2, American History and American Government.

B. GRADUATION REQUIREMENTS:

As a student, you have **multiple pathways** to earn a high school diploma so that you can move on to your next steps in education or a career:

CREDITS & COURSES

The Lakewood Local School District requires 21 credits for graduation. Additionally, you must receive instruction in financial literacy, careers, information technology and complete at least two semesters of fine arts.

Courses	State Minimum
English language arts	4 credits
Health	½ credit
Mathematics	4 credits
Physical education	½ credit
Science	3 credits
Social studies	3 credits
Electives	4 credits

In addition to meeting all local credit requirements for graduation, all students must demonstrate Competency:

- Earn the required score (684) on the Algebra and English 2 EOC assessments.
 - Students must attempt to retake at least 1 time if they do not pass.

If the required scores are not met, students will have the following pathways to graduation:

- OPTION 1: Demonstrate 2 Career-Focused Activities (at least 1 Foundational)
 - FOUNDATIONAL- Proficient scores on the WebXams, earn a 12-point credential, participate in a pre-apprenticeship or acceptance into an approved apprenticeship program.
 - SUPPORTING- Work-Based Learning, Earn the required score on WorkKeys, earn the Ohio Means Jobs Readiness Seal.
- OPTION 2: Show evidence that the student has signed a contract to enter a branch of the U.S. Armed Forces upon graduation.

- OPTION 3: Earn college credit for one college level math or English course through Ohio's free College Credit Plus program
- OPTION 4: Earn a remediation free score on the ACT

Next, all students must demonstrate Readiness:

DIPLOMA SEALS:

Students must demonstrate readiness for graduation by earning at least two (2) diploma seals, one (1) of which must include a State-approved seal. For the list of seals and requirements see Policy 5460 and AG 5460 D and the following information.,

Students must earn two Diploma Seals from the following list (one must be from the state list):

Ohio Graduation Seals

Ohio Means Jobs Readiness Seal	Science Seal	Industry Recognized Credential Seal
Seal of Biliteracy	College Ready Seal	Honors Diploma Seal
Military Seal	Technology Seal	Citizenship Seal

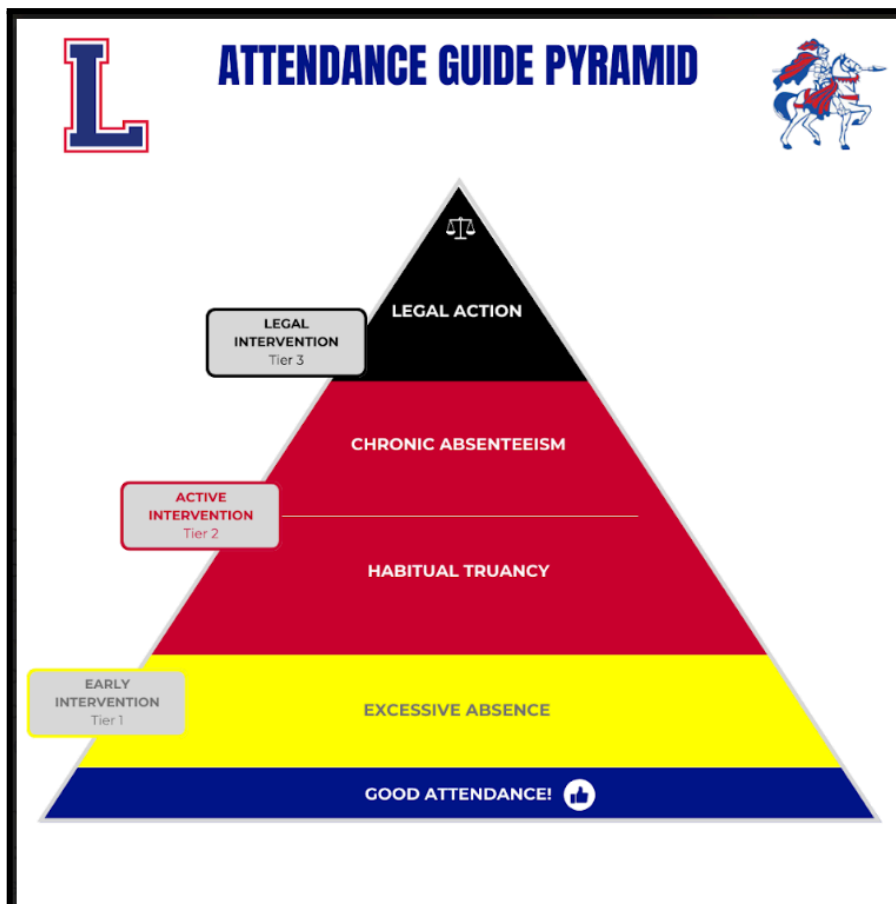
Local Graduation Seals

Fine and Performing Arts Seal	Community Service Seal	Student Engagement Seal
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C. ATTENDANCE

The faculty and administration of Lakewood High School believe that school attendance is one of the best indicators of student success in school. Regardless of the reason for absence, each missed class diminishes a student's success. Our most successful students have perfect or nearly perfect attendance records. These families know that approximately seven hours of instruction are lost during a day of absence. Helping our children maintain good school attendance is the responsibility of every parent. It is also one of the greatest things parents can do for their children.

Students are required by law to attend school. Section 3321.04 of the Ohio Revised Code states that every parent, guardian, or other person having charge of any child of compulsory school age (between 6 and 18 years of age) must send such child to a school which conforms to the minimum standard prescribed by the state board of education for the full time the school attended is in session. Such attendance must begin within the first week of the school term, or within one week of the date on which the child begins to reside in the district. Schools are required to notify parents within 2 hours of the start of school if their child was not marked in attendance.



EXCUSED ABSENCES AND TARDIES

The statutes governing school attendance are very specific and leave specific guidelines to school authorities for regulation of student attendance. As outlined in the ORC the school can only excuse a student's absence and tardiness for the following:

Personal illness	Appointment with a health care provider
Illness in the family necessitating the presence of the child	Quarantine of the home
Death of a relative	Work at home due to the absence or incapacity of a parent or guardian
Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status	Out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity
Such good cause as may be acceptable to the Superintendent	Service as a precinct officer at a primary, special, or general election in accordance with the program set forth in Policy 5725
College Visitation	Medically necessary leave (ordered by a doctor)
Observance of a religious holiday	Absences due to a student being homeless

In addition to these LHS will excuse student absence from school for the following:

1. Approved field trips and school sponsored/related activities.
2. Pre-planned absences, which require advanced notification and approval of administrative authority (i.e. family trips). Pre-planned absence forms may be picked up in the office and, whenever possible, should be completed at least one week in advance of the absence.

Absences from school for reasons other than those listed above will be considered unexcused. Students may be denied credit for makeup work associated with an unexcused absence.

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.

A medically excused absence occurs any time a student is out of school due to illness or medical visit (physician, dentist, mental health, etc.) with the official medical documentation.

The following "medical excuses" will not count toward a student's excessive absence hours: (1) personal illness; (2) illness in the family necessitating the presence of the child; (3) quarantine of the home; (4) health care provider appointments (doctor, dentist, mental health provider, etc.); (5) medically necessary leave for a pregnant student in accordance with Policy 5751; (6) death in the family; or (7) other set of circumstances the Superintendent deems on a case-by-case basis to be a good and sufficient cause for medical absence from school.

EXCUSED ABSENCE

The Ohio Revised Code gives the school the authority to challenge any and all absences, and require medical documentation for absences beyond what is deemed allowable. **When a student reaches 65 hours of excused (not including medical/exempt) absences, medical/exempt documentation will be required for all future absences for the remainder of the school year. Failure to provide acceptable written documentation may result in the affected absence(s) being permanently recorded as unexcused.**

UNEXCUSED ABSENCE

Any time a student is absent from school for a reason other than those listed above for excused or medical/exempt absences, the absence will be considered unexcused. Failure to report your student absent and provide a parent note for otherwise excused absences will also result in those absences being permanently recorded as unexcused.

TRUANCY/HABITUAL ABSENCE

Truancy is an absence involving willful violation of the state's school attendance law. A student who is habitually truant or absent will be subject to disciplinary action which can include a referral to juvenile court. Parents can also be held responsible by the court for truancy or habitual absenteeism. A student will be considered "habitually truant" under state law if the student is 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. Once a student has met this criteria, the truancy officer will make three (3) good faith attempts to contact the **parent** and

schedule an absence intervention plan. The plan can be implemented whether or not the parent is present. Once the plan is implemented, a sixty (60) day period will start. If during that 60 days the student misses thirty (30) consecutive hours, or forty-two (42) hours in a school month, the truancy officer can file a complaint with juvenile court. When a student of compulsory school age is absent from school with combined non-medical excused school 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.

REPORTING AN ABSENCE

To excuse an absence:

1. The parent should call the school before 8:00 a.m. to notify the school that the student will be absent for the day (ORC 3332.05) at 740-928-4526. Failure to do so will cause an attendance telephone call to be made to the parent at home or at work.
2. On the first day back to school after any absence, the student will bring a **signed note from the parent** indicating the reason for the absence or tardy to the office.
3. The office will issue either an excused (green), or medical/ exempt (yellow) readmit slip to the student if the reason for absence is allowable under Board Policy. **A returning student is responsible for presenting this readmit slip to the teacher in each of his/her classes.** If the student returns to school without a signed note, the student will receive no readmit slip (unexcused), and make up work for credit may be denied.
4. When a student returns to class following an absence, it is his/her responsibility to present the applicable readmit slip to his/her teachers in order to clear the absence. All absences must be cleared within two school days, or be permanently recorded as unexcused. Consequently, the student may be denied makeup work for credit.
5. Students who miss school for medical reasons and appointments should provide the office with medical verification signed by the doctor.
6. Absences not accompanied by the necessary phone calls/notes will be considered unexcused.
7. Be advised that there is an attendance incentive that can be reviewed in **pg 80**, this will tie into the Lakewood High School MTSS/PBIS program.

TARDY TO SCHOOL OR CLASS

Students who arrive at their class after 7:30 a.m. are considered tardy. Students who are **unexcused** (no parent note, no medical or no pass) may be subject to disciplinary action. The following guidelines will be used to correct tardiness to school or class:

- 1st Tardy: Verbal Warning
- 2nd Tardy: Lunch Detention
- 3rd Tardy: Morning detention
- 4th Tardy: Full Day ISD
- 5th Tardy: Personal Attendance Action Plan

Students will get a fresh start each semester.

Any time that is missed from school due to being tardy will count towards attendance and the accumulation of minutes in either the excused or unexcused categories. Students who are tardy to school must report to the office upon their arrival to sign in. Students who are tardy to class must report to the ISD room to receive a tardy slip. **All tardy students MUST have a pass to enter class.**

Ten-Ten Rule

Students may not leave the classroom for the first 10 minutes or the last 10 minutes of class.

EARLY DISMISSAL

Notes from parents need to be submitted in the office **BY THE END OF 1ST PERIOD**. Otherwise, parents should plan to report to the office to sign their student out. Secretaries will not take early dismissals over the phone. In the case of an emergency call in, the administration alone reserves the right to permit a child to go home upon request of a parent or guardian. ***Students leaving campus must speak with office personnel prior to leaving. Students leaving without permission from the office staff are subject to disciplinary action. It is important to understand that all missed time from school counts toward the assigned attendance designation listed in H.B. 410.***

CREDIT FLEX

Students have flexibility to log on during the day. To maintain good attendance, students should log on and engage in the curriculum every day and establish a structure and routine for learning. The expectation is that students stay on pace with their lessons by following the due dates listed in Edmentum. Attendance will be tracked through online work completion in each assigned course. If students are behind in their coursework, this equates to missed time in their attendance. If a student is experiencing difficulty he/she can log in to a zoom for support.

If a student is not doing his/her work and/or is not experiencing success in the virtual environment, students will need to return to the building at the end of the 9 weeks.

If a child is sick, or there is a situation where the student will be "absent" for more than a day, parents are expected to email the school. The student will be responsible for completing work missed.

Credit Flex Program students will follow the same Lakewood Local guidelines for excused and medical absences.

Attendance-How will it be tracked?

- Attendance in the Credit Flex Program is based on assignment/assessment completion and student progress in the course. Students are expected to be "on pace" at the end of each week. This is indicated by a green bar in the Edmentum program. This means that students have completed all tutorials, assignments and tests by the required dates.
- **Missing assignments will result in missed time for student attendance.**
 - For example, if a student is behind in a class and didn't log in for the week, he/she would be absent 40 minutes for each day missed.

COLLEGE VISITATION POLICY

If needed to facilitate career planning, students, upon completion of proper requirements, are permitted to visit college campuses on school days. Juniors will be granted one (1) day and seniors two (2) days. Additional days may be counted as unexcused. All students must obtain prior written approval for all college visitation days through the Student Success Center and complete a pre-planned absence form

PRE-PLANNED ABSENCES & VACATIONS

The scheduling of vacations while school is in session is discouraged and normally will be recorded as an unexcused absence. However, the administration is aware that in some cases extenuating circumstances arise, and consequently, might approve one (1) vacation request up to five (5) days on a case-by-case basis if the vacation request is made in writing and submitted to the consideration of the High School administration five (5) days prior to the expected student absences. The District will only approve a student's absence for a vacation when he/she will be in the company of his/her own parent/legal guardian. **The District may not approve the vacation if the absence will result in the student reaching an attendance or truancy threshold.**

PRE-PLANNED ABSENCES

When a student anticipates missing 1/2 day or more of school he/she should bring a signed note from a parent explaining the reason for the anticipated absence and pick up a Pre-Planned Absence Form from the office. This form must be signed by all the student's teachers and then returned to the office at least one full day before the anticipated absence. Missing school or classes for a field trip does require that a Pre Planned absence form be completed. **STUDENTS WILL BE MADE AWARE OF THEIR RESPONSIBLE TO MAKE-UP WORK MISSED DURING THE PRE-PLANNED ABSENCE, AND OUTSTANDING ASSIGNMENTS DUE TO ABSENCES AND TARDIES. ASSIGNMENTS PROVIDED PRIOR TO ANY ABSENCE ARE DUE IMMEDIATELY UPON THE STUDENT'S RETURN TO SCHOOL.**

ILLNESS WHILE IN SCHOOL

Students who become ill at school must report to the office for assistance or have another student or staff member notify the office. The school nurse will be contacted if deemed necessary by office personnel. School employees are not permitted to dispense medications of any kind to students unless proper forms are on file (see Authorization to Administer Medication). If a student is ill and needs to leave school, the office will attempt to contact the student's parent to obtain permission to dismiss the student from school.

STUDENTS ARE NOT TO LEAVE SCHOOL WITHOUT CHECKING OUT THROUGH THE OFFICE AT ANY TIME DURING THE SCHOOL DAY.

MAKE-UP WORK

If an absence is excused or medical/exempt, the student is permitted to complete and receive credit for work or assignments missed during the absence. Generally, a student will have an amount of time equal to the number of days of absence to make up work missed. Teacher discretion may be used to extend this time if appropriate. It is the ***student's responsibility*** to find out what school work was missed and to make the necessary arrangements to complete it with each individual teacher.

ASSIGNMENTS PROVIDED PRIOR TO ANY ABSENCE ARE DUE IMMEDIATELY UPON STUDENT'S RETURN TO SCHOOL. Whenever the office designates a past absence as unexcused, the student may not be allowed to make up any missed assignments, class work, quizzes, tests, etc.

Students who miss **2 or more** consecutive days of school due to excused absences may wish to contact the office in order to have assignments sent home. The office will not process requests for homework assignments for a student who is absent for just one day.

SCHOOL'S RIGHT TO CHALLENGE EXCESSIVE ABSENTEEISM

The Board of Education and/or its representative reserves the right to verify such statements and to investigate the cause of each single absence. (Lakewood Board of Education Policy 5200).

D. Non-Discrimination and Harassment

Introduction

Lakewood Local Schools prides ourselves on being a family-friendly, inclusive community. The Lakewood Local School District recognizes that we are a district that is growing and becoming more diverse. We want that feeling of belonging to be realized by all of our students, regardless of their background or identity. We must be aware that what we say, do, think, allow to happen, or fail to stop has the power to harm or to help our students, their families, our colleagues, and ultimately ourselves. Remarks and actions that negatively impact members of our community are not acceptable. There are times when each of us is a member of a majority and times when we are in a minority. Each of us must be sensitive to the people around us and work for a school community and world in which we will be judged only by the content of our character. We are working to fully support the formal notice of non-discrimination below, and we want to know of any situation that might be in non-compliance.

Notice of Non-Discrimination

Lakewood Local Schools does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination Act of 1974 (Age Discrimination Act). Nor does it discriminate on the basis of race, color, religion, sex, military status, national origin, disability, age, or ancestry of any person in accordance with Ohio Revised Code, 4412.02.

No person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against by the Lakewood Local Schools on the basis of race, color, sex, sexual orientation, gender identity, disability, pregnancy or pregnancy related condition, active marital status, familial status, genetic information, ancestry, national origin, ethnic background, immigration status, English language proficiency, religion, military/veteran status, homeless status, age, or any other category protected by state or federal law in the administration of its educational and employment policies or in its programs and activities.

To file a complaint alleging discrimination or harassment by Lakewood Local Schools on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, age, pregnancy or pregnancy related condition, or homeless status or to make inquiry concerning the application of Title VI, Title IX, Section 504, the ADA, the Age Discrimination

Act, or applicable state laws and their respective implementing regulations, please contact:
Lakewood Local Schools
525 E. Main Street
Hebron OH East

For students: Building Administration

For faculty/staff: Superintendent

Inquiries concerning the applicability of the aforementioned federal laws and regulations to Lakewood Local Schools also may be referred to the U.S. Department of Education, Office for Civil Rights (OCR), JW McCormack POCH, Boston, Massachusetts 02109-4557, telephone (617) 223-9662, TTY (617) 223-9695.

A grievant may file a complaint with OCR, generally,

- within 180 calendar days of alleged discrimination or harassment, or
- within 60 calendar days of receiving notice of Lakewood Local School's final disposition on a complaint filed through Lakewood Local Schools, or
- within 60 calendar days of receiving a final decision by the Massachusetts Department of Elementary and Secondary Education, Bureau of Special Education Appeals, or
- instead of filing a complaint with Lakewood Local Schools.

Inquiries relative to state law may be referred to the Ohio Civil Rights Commission, 30 East Broad Street, Columbus, Ohio 43215, Telephone: [1-614-466-2785](tel:1-614-466-2785), Toll Free: [1-888-278-7101](tel:1-888-278-7101)

Policy on Preventing Harassment and Discrimination/Sexual Harassment

The Lakewood Local Schools shall maintain a learning and working environment free from discrimination and harassment. In both the education and employment environments of the Lakewood Local Schools, various laws prohibit discrimination and harassment. In an education context, law prohibits discrimination and harassment on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, pregnancy or pregnancy related condition, or homeless status. In an employment context, law also prohibits discrimination and harassment on the basis of age. All such harassment and discrimination is unlawful and will not be tolerated in the Lakewood Local Schools, MGL c. 76, §5.

In September, principals are responsible for reviewing and ensuring that all staff are notified in writing annually of the building procedures for filing a report relative to incidents of discrimination and/or harassment.

Defining Discrimination and Harassment

Discrimination: Discrimination occurs when school district's actions, procedures, policy or personnel treat an individual adversely in an educational or employment context solely on the basis of the individual's race, color, religion, national origin or ancestry, citizenship, sex, age, gender identity, disability, sexual orientation, marital status, military status, homelessness, or any other class protected by federal, state or local law. Discrimination on the basis of sex shall include, but not be limited to, sexual harassment.

Sexual Harassment: Sexual harassment is unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

- submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
- submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

Sexual harassment includes advances, requests or conduct by a student to a student, an adult to a student, an adult to an adult or student to adult. Sexual harassment can include advances, requests or conduct directed from male to female, female to male, male to male, or female to female. Sexual harassment can occur by conduct transmitted by telephone, computer, or other electronic means.

Examples of actions that may constitute sexual harassment include, but are not limited to, the following unwelcome actions:

- whistling, catcalling or making offensive noises;
- staring or making obscene gestures;
- making suggestive remarks, telling jokes of a sexual nature, or using derogatory sexual terms;
- displaying offensive photographs, illustrations, or sex related objects;
- blocking a person's movements;
- touching, brushing, pinching or patting;
- pulling or lifting of clothing;
- pressuring a person for dates, sex or information about personal relationships or sexual experiences; or

- leaving pictures of a homosexual or sexual nature on a locker or making derogatory comments of a homosexual nature;
- transmitting harassing remarks or pictures on the Internet, through a cell phone, or by other electronic means.

Other Forms of Illegal Harassment Including Hate Crimes: Harassment on the basis of race, color, religion, national origin or ancestry, citizenship, sex, age, gender identity, disability, sexual orientation, marital status, military status, homelessness, or any other class protected by federal, state or local law includes any unwanted physical or verbal action toward another that has the purpose or effect of creating an intimidating, hostile or offensive learning or working environment. Harassment of this form includes advances, requests by a student to a student, an adult to a student, an adult to an adult, student to adult, male to female, female to male, male to male and female to female. Harassment can occur by face-to-face interaction or via transmission by telephone, computer, or other electronic means.

Examples of actions that may constitute harassment include, but are not limited to, the following:

- using racial slurs;
- displaying intimidating symbols or words such as swastikas, gang signs;
- making generalizations;
- using stereotypes;
- telling racial or ethnic jokes;
- leaving pictures of a sexual nature;
- transmitting harassing remarks or pictures on the Internet, through a cell phone, or by other electronic means.

Harassment in the Form of Bullying: Although not unlawful discrimination, actions in the form of bullying or victimizing (hate crimes) by any members of the Lakewood Local school community will be considered harassment under the "Lakewood Local SD Policy on Harassment and Discrimination Prevention." A student is being bullied or victimized when the student is exposed to negative actions from students, Lakewood Local Schools' employees, or other third parties that have the purpose or effect of substantially interfering with the student's school performance or creates an intimidating, hostile, or offensive learning environment for the student.

Examples may include but are not limited to:

- physical threatening (bullying);
- making derogatory comments of a homosexual nature;

- making derogatory comments about peoples' size, weight, height, disability; or
- making derogatory comments about peoples' perceived intelligence or ability.

Where Can Harassment Originate?

Harassment can come from:

- students
- administrators, teachers, coaches or other employees of the Lakewood Local Schools
- third parties such as vendors or contractors doing business with the Lakewood Local Schools
- visitors or volunteers present within the schools with the permission of the Lakewood Local Schools.

Statements Made Within the Context of the Academic Curriculum: This policy is not meant to stifle or chill the free exchange of ideas in the teaching and learning environment. It should be understood that in the teaching and learning environment, in order to encourage the learning process, statements, writings or visuals may occasionally take on overtones that could be offensive to some individuals. Teachers should use professional discretion when considering whether to include potentially offensive material in the curriculum and then inform students when this is the case and assure them that it is part of the learning environment and not meant to be discriminatory or harassing.

What to do if you feel you have been Discriminated Against or Harassed

Students: Any student who believes they have been subjected to discrimination or harassment should notify any teacher, school counselor, nurse, school or district administrator, or any central office administrator. To effectively resolve complaints of discrimination or harassment, people are encouraged to file complaints soon after an incident occurs. A student may elicit the help of a parent/guardian or other adult to accompany and assist them throughout the complaint procedure. Parents/Guardians will be notified within 48 hours.

What to do if you are aware that Someone has been Discriminated Against or Harassed

Students: Any student who has knowledge or belief of conduct that occurred that might be discrimination or harassment should contact any teacher, school counselor, nurse, school or district administrator, or any central office administrator.

Consequences for Harassment and Discrimination

Students: Any student found to have engaged in discrimination or harassment will be subject to school-imposed discipline and/or legal action. Consequences imposed on any student found to have engaged in discrimination or harassment may include, but are not limited to, parent/guardian conference, written or verbal statement of apology, suspension, expulsion

and mandatory counseling sessions with a counselor or mandatory in-house counseling sessions with a district administrator. Parents/Guardians will be notified within 48 hours.

E. DISCIPLINE

BELIEF STATEMENT

The Lakewood High School Administration and Staff believe all discipline, whether administered from principals, teachers or parents, ultimately leads to the final goal of SELF-DISCIPLINE. Self-Discipline is having the ability to do what needs done, and act as you are expected to act without having to be told to do so. It is this characteristic that will help each student at LHS to make the transition from child to successful adult. At LHS, high standards of conduct are expected and will be enforced. Appropriate behavior will be rewarded and inappropriate behavior will be identified and corrected.

CODE OF CONDUCT

Students who violate school rules or procedures may be disciplined according to the severity of the act. **Lakewood High School will have zero tolerance for violent, disruptive, disrespectful, or inappropriate behavior.**

This Code of Conduct will be in effect while students are participating in school sponsored activities on and off of campus. This Code of Conduct includes:

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

Violation of the Code of Conduct may result in verbal or written warning, referral to school counselor, parental contact or conference, loss of privileges, restitution, confiscation, time for time (community service), lunch, morning, detention, Saturday school or equivalent, in school detention, emergency removal, out of school suspension, referral to law enforcement agencies, or expulsion.

Violations of the Lakewood High School Code of Conduct will be separated into major or minor violations.

Minor and Major Behavior Violations

MINORS		
Behavior	Definition	Examples
Defiance/Insubordination/Non-Compliance/ Refusal to participate	Brief or low-intensity failure to follow directions or talking back	<input type="checkbox"/> Work refusal <input type="checkbox"/> Not transitioning <input type="checkbox"/> Not following rules
Disrespectful Behavior	Low-intensity, rude or dismissive messages to adults or students	<input type="checkbox"/> Eye rolling <input type="checkbox"/> Name calling <input type="checkbox"/> Put Downs
Disruption	Low-intensity interruption of class or school activities.	<input type="checkbox"/> Talking over others <input type="checkbox"/> Making loud noises <input type="checkbox"/> Wandering around and distracting others
Dress Code Violation	Clothing that is near, but not within, the school district dress code guidelines.	<input type="checkbox"/> Consult the school/district dress code guidelines for examples.
Inappropriate Display of Affection	Inappropriate, consensual, verbal and/or physical gestures or contact of a sexual nature to another person.	<input checked="" type="checkbox"/> Public Display of Affection
Inappropriate Language	Low-intensity harmful language	<input type="checkbox"/> Swearing but not directed at someone
Leaving room without permission	Leaving the room the first time.	<input type="checkbox"/> Walking out during instruction.
Not Prepared for Class	Not having needed materials for class.	<input type="checkbox"/> Missing chromebook <input checked="" type="checkbox"/> No pencil, pen, paper, etc.
Material/ Property Misuse	Low-intensity incorrect use of materials or property	<input type="checkbox"/> Inappropriate things placed in sinks/toilets/drinking fountains <input checked="" type="checkbox"/> Inappropriate gestures with materials
Physical Contact/ Physical Aggression	Non-serious physical contact that violates school guidelines	<input type="checkbox"/> Horseplay
Skipping Class	Leaving or missing class without permission	<input checked="" type="checkbox"/> Hanging out in the PAC during class <input checked="" type="checkbox"/> Staying in the bathroom during class
Tardy	Arrival to class after the signal that class has started	<input type="checkbox"/> Arrival moments after the bell rings

Technology Violation	Non-serious use of an electronic device that violates school guidelines	<input type="checkbox"/> Playing unapproved games/websites on a school-issued device <input type="checkbox"/> Cellphones
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Majors		
Behavior	Definition	Examples
Abusive language/ Inappropriate language at someone	Harmful verbal messages	<input type="checkbox"/> Swearing directly at someone
Academic Dishonesty	Intentionally using another person’s work as their own, or engaging in unauthorized use of materials, information, notes, study aids, devices or communication during an academic exercise	<input type="checkbox"/> Cheating on a test <input type="checkbox"/> Plagiarism <input type="checkbox"/> Having someone else do your work <input type="checkbox"/> Using AI
Bullying	Repeated, unwanted interactions in which there is a power imbalance	<input type="checkbox"/> On-going teasing <input type="checkbox"/> Repeated taunting <input type="checkbox"/> Name calling <input type="checkbox"/> Inappropriate use of technology during school hours which includes but not limited to social media
Defiance/Insubordination	Absolute refusal to follow directions or talking back	<input type="checkbox"/> Continued refusal to follow instructions after repeated attempts <input type="checkbox"/> Continued refusal after offers of support
Fighting/Assault	Mutual participation in physical violence Physical contact where injury may occur	<input type="checkbox"/> Punching each other <input type="checkbox"/> Hitting with an object <input type="checkbox"/> Pulling Hair <input type="checkbox"/> Scratching <input type="checkbox"/> Student’s biting/hitting/kicking staff
Harassment / Discrimination / Slander/ Libel	Disrespectful messages in any format based on a protected class such as gender, ethnicity, sexual preference, race, religion, disability, physical or characteristics. <i>These subtypes are based on documentation from the U.S. Office of Civil Rights</i>	<input type="checkbox"/> Making fun of someone’s accent <input type="checkbox"/> Racial slurs <input type="checkbox"/> In appropriate jokes

Inappropriate Location/ Out of Bounds Area	In an area outside of the school or activity boundaries defined by school	<input type="checkbox"/> Leaving school building or grounds during school hours <input type="checkbox"/> Wandering away during a field trip
Property Damage/ Vandalism	Destruction of or disfigurement of property	<input type="checkbox"/> Graffiti <input checked="" type="checkbox"/> Destruction of school materials and personal property
Technology Violation	Inappropriate use of an electronic device	<input checked="" type="checkbox"/> Using a school chromebook to look up inappropriate material <input checked="" type="checkbox"/> Publishing a threat <input checked="" type="checkbox"/> Bullying via technology during school hours
Threatening Behaviors	Causing fear of injury or harm to people or property	<input type="checkbox"/> Social Media posts about hurting another student <input type="checkbox"/> Messages in the bathroom about fighting another student <input type="checkbox"/> Saying they will bring a weapon to school to hurt someone
Use/Possession of Alcohol	Possession or use of alcohol	<input type="checkbox"/> Bringing alcohol to school/consuming at school <input checked="" type="checkbox"/> Distributing alcohol at school/ hold for others <input checked="" type="checkbox"/> Showing up to a school activity intoxicated
Use/Possession of Restricted Substances	Possession or use of drugs, medications, or other substances that are limited, controlled, or banned; misuse of allowed substances in an unapproved way	<input checked="" type="checkbox"/> THC in a vape pen <input checked="" type="checkbox"/> Sharing anxiety medication <input checked="" type="checkbox"/> Distributing restricted substances during school/ hold for others
Use/Possession of Tobacco/Nicotine	Possession or use of tobacco or nicotine products	<input type="checkbox"/> Cigarettes <input checked="" type="checkbox"/> Vape Pens <input checked="" type="checkbox"/> Chewing Tobacco <input checked="" type="checkbox"/> Distributing restricted substances during school/ hold for others

The following violations may result in disciplinary actions.–Violations are NOT limited to these examples:

BEHAVIOR AT SCHOOL EVENTS

Students are expected to conduct themselves in a mature, sportsmanlike manner while attending school events, including assemblies, dances and extra- curricular activities. Students are not permitted to leave the building or facility during these events. Those who leave will not be permitted re-entry.

BULLYING/ HAZING

Bullying of any student on school property (including school buses) or at school-sponsored events is strictly prohibited in accordance with HB116. Harassment, intimidation, and bullying are defined as: Any intentional written, verbal, cyber, or physical act that a student has exhibited toward another particular student 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. As this is a serious matter, consequences for infractions in this category include suspension, expulsion, or possible referral to law enforcement. Suspected or alleged violations of this policy or incidents of dating violence must be reported to the principal or assistant principal in person or in writing (signed or anonymous) as soon as possible. No student or group of students shall take part in an act done to haze by way of initiation, or to harass by ridicule, criticism, derogatory or racial comment.

Bullying incidents may be reported from the student drop down menu at <http://www.lakewoodlocal.k12.oh.us>, or by calling 740-928-6616. Making false reports to building administration is considered grounds for disciplinary action.

Lakewood High School Bullying Plan:

- 1. Building Advisory Council**
- 2. Students Advisory Council**
- 3. Parent Advisory Council**
- 4. Bullying Programming**
- 5. Consistent Bullying protocols**
- 6. Content filtering for school devices**
- 7. Stay safe hotline - District Website**
- 8. Positive Behavior Intervention Support (PBIS)**

CELL PHONES / APPLE WATCHES / EAR BUDS/AUDIO OR VIDEO RECORDING DEVICES

Cell phone or personal electronic device use by students is to be limited to before school, in between classes, after school, and during lunch. Use of cell phones/ electronics during any class period, or in the library, other than educationally-based use directed by the classroom teacher or librarian may

result in disciplinary actions. **Phones or devices that are visible or audible during classes, or in the library are considered to be “in use.”** Failure to relinquish phones or electronic devices to staff upon request may result in disciplinary action. Administrators reserve the right to only release confiscated items to parents. Additionally, the administration reserves the right to examine any student's cell phone/picture phone for violations of the conduct code, board policy, or the Ohio Revised Code. Students who convey cell phones/picture phones to school should entertain no expectation of privacy concerning his/her cell phone/picture phone. School personnel will not pursue the recovery of phones/devices that are lost or stolen during the school day. **Due to the disruptive nature of actual cell phone calls, all calls are to be made in the office. Students must acquire a pass from their teacher stating the need to make a phone call.**

Upon arrival to the classroom all students must place their phones, ear buds, electronics in the designated location of the classroom for the entire period unless otherwise instructed.

The following actions will be used to correct cell phone violations in class:

Disclaimer: When a cell phone/electronic device is confiscated as described in the consequences for the infractions below, cell phones/electronic devices will be placed in a locked area in the office to protect the property of students. Upon confiscation, students will receive an office pass, noting the time they are to come to the office at the end of the day to retrieve their cell phone/electronic device.

1st Infraction: Verbal warning from administration and loss of cell phone privileges until the completion of the day

2nd Infraction: Written warning from administration, communication home, and loss of cell phone privileges until the completion of the day

3rd Infraction: One (1) day of in-school suspension, communication home, and implementation of a phone contract developed by administration/loss of cell phone privileges for ten (10) consecutive days

4th Infraction: Three (3) days of in-school suspension, communication home, and implementation of a phone contract developed by administration/loss of cell phone privileges for ten (10) consecutive days

5th Infraction: Two (2) days out-of-school suspension, communication home, and implementation of a phone contract developed by administration/loss of cell phone privileges for ten (10) consecutive days

Insubordination/Disrespectful Behaviors: In the event where a student displays insubordination/disrespectful behaviors, the following discipline will take place:

- 1st Offense: Three (3) days of out-of-school suspension
- 2nd Offense: Five (5) days of out-of-school suspension
- 3rd Offense: Seven (7) days of out-of-school suspension
- 4th Offense: Ten (10) days of out-of-school suspension with recommendation for expulsion

Using a cell phone or electronic device in an unauthorized manner or in violation of Board Policy 5136 or this guideline may result in loss of this privilege, additional disciplinary action (e.g. warnings, parental notification and conferences, detention, expulsion), confiscation of the device (in which case, the device may only be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed), and/or referral to law enforcement if the violation involves an illegal activity (e.g. child pornography). A person who discovers a student in possession of or using a cell phone or electronic device in violation of this guideline is required to report the violation to the building principal. If a teacher or administrator observes a violation of this guideline, s/he is required to refer the name of the student and incident to the building principal's office. Staff may confiscate the device. The device will be stored in a secure location until it is retrieved by the student's parent/guardian. Students whose cell phones or electronic devices are confiscated may be required to contact their parents/guardians to inform them that the item was confiscated and that it will only be returned to the parents/guardians. Confiscated devices will not be searched or otherwise tampered with except in exceptional circumstances (i.e. school officials reasonably suspect that the search is required to discover evidence of a violation of law or other school rules).

Students are prohibited from using cell phones or other electronic devices to capture, record, or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording, or transmission of such words or images. Using a cell phone or electronic device to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a cell phone or electronic device to violate the privacy rights of another person may have their cell phone or electronic device confiscated and held until the end of the school year. (Taken from Board Policy 5136)

The above information may be changed due to the Ohio Legislation on Phone usage in Schools.

DANGEROUS WEAPONS & INSTRUMENTS

No persons shall knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or on any property owned by or controlled by, or to any activity held under the

auspices of LHS. This prohibition includes chemicals, firearms, explosives, or fireworks or the possession or use of an object that is indistinguishable from a firearm or other weapon of any type. Section 2923.122 of the Ohio Revised Code makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or on any property owned or controlled by, or to any activity held under the auspices of a school. No weapon or dangerous ordinance of any sort is to be brought to or possessed in school (buses included) or any school event. Suspension or expulsion from school may result in any violation of these codes. Law enforcement authorities and Juvenile Court will also be contacted. (Reference- Lakewood Board Policy 5772.)

DEGRADING ACTS

A student shall not engage in an act, which degrades him /herself or others at the school or school activities. Obscene gestures, actions, words, possession or circulation of pictures, writing, or publications, etc., which are degrading or obscene are prohibited.

DISRESPECTFUL COMMENTS / ACTIONS TOWARD STAFF

Students shall recognize the authority of each staff member employed by the Board of Education by treating and responding to them respectfully, and complying with their reasonable and lawful directives. Failure to treat staff members with respect will result in disciplinary actions.

FALSE INFORMATION

A student shall not give or assist in giving false or fictitious information to any police department, fire department, school official, or any other person acting in an official and lawful capacity.

FORGERY

An act of providing school officials with inaccurate information by making or altering a document (attendance notes, doctor's slips, etc.).

INDUCING PANIC

Inducing panic in school, such as falsely engaging alarms or making bomb threats is a felony. HB 382 provides 18 months in prison and up to a \$2,500 fine. If damage of \$5,000 or more is caused or injury occurs, the penalty increases to one to five years in prison. If damages exceed \$100,000; penalty increases to two to eight years in prison. **Lost school time may be made up at the end of each day as deemed necessary to recover any lost time.**

INTERNET USE / VIOLATION OF AUP

Students may have access to the Internet and the World Wide Web to support research that is relevant to educational and school projects. Before this is possible, each parent and student must read, sign, and agree to adhere to the Acceptable Use Policy (AUP) agreement. The AUP will be issued by the office or the classroom teacher as a separate document.

NARCOTICS, ALCOHOLIC BEVERAGES & DRUGS (INCLUDING COUNTERFEIT)

The Lakewood Local Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. (Taken from Board Policy 5530)

If a student violates the school regulations regarding drugs and alcohol or if it appears that chemical dependency exists, the school recognizes that it must share these concerns with the family and student involved.

1. Students shall not possess, use, transmit, receive, sell, conceal or consume any alcoholic beverage or intoxicant, any unlabeled or unknown substance, or any of the drugs of abuse. This provision shall be applicable to any conduct on school grounds, during and immediately before or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds at a school sponsored activity, function or event; on a school bus or conveyance; or at any other time during the same calendar day when the student is or will be subject to the authority of the school. Moreover, the student shall not exhibit evidence of consumption of any alcoholic beverages or intoxicants or drugs of abuse at any time before the student's arrival at school or at a school- sponsored or related event or activity. Examples of drugs of abuse include, but are not limited to narcotic drugs, hallucinogenic drugs, generic drugs, amphetamines, steroids, barbiturates, marijuana, glue, cocaine, as well as look-alikes, synthetics, or other substances that could modify behavior. * **Use of drugs in accordance with medical prescription from a licensed physician shall not be considered in violation of this rule. HOWEVER, ALL SUCH DRUGS MUST BE MAINTAINED IN THEIR ORIGINAL CONTAINER AND SECURED IN THE OFFICE.**
2. Students shall not possess, receive, use, transmit, sell or conceal any drug of abuse instrument or paraphernalia (for example hypodermic needle, syringe, pipe, and water pipe, rolling papers, lighter, roach clip, vaping device).

Penalties for making, selling, and possession of drugs: Students who possess, receive, use, conceal or exhibit evidence of consumption of any alcoholic beverage or intoxicant or any of the drugs of abuse, (including huffing) may be suspended from school for ten (10) school days, a

recommendation to the Superintendent for expulsion from school and be referred to the Sheriff's Department and Juvenile Court. **The same penalties apply to drug-of-abuse instruments or paraphernalia.**

* Students who **transmit** or **sell** any alcoholic beverage or intoxicant or any of the drugs of abuse shall be turned over to the Sheriff's Department and Juvenile Court authorities. The student will also be recommended to the Superintendent for expulsion from school. (80 school days)

Counterfeit drugs: Amended Ohio House Bill 535 prohibits making, selling and possessing counterfeit drugs. A counterfeit controlled substance means the following:

1. A drug that bears trademark, trade name or any other identifying mark used without permission from the owner of such.
2. An unmarked or unlabeled substance that is represented to be something that it is not. No person shall knowingly possess or sell, or offer to sell, any counterfeit controlled substance.

Penalties for making, selling, and possession of counterfeit drugs: Possession of a counterfeit controlled substance is a criminal offense, with the possibility of a felony charge.

Making, selling, offering to sell or delivering any known counterfeit controlled substance; making, possessing, selling, offering to sell or delivering any device that is known to be used to print or reproduce a trademark upon a counterfeit drug (trafficking in counterfeit controlled substances) is a felony of the second degree for subsequent offenses.

Selling, offering to sell, giving or delivering any counterfeit controlled substance to a person under eighteen (aggravated trafficking) is a felony of the third degree, and a felony of the second degree for subsequent offenses.

Representing a counterfeit controlled substance as a controlled substance by describing its effects as if it were a controlled substance (promoting and encouraging drug abuse) is a felony of the third degree, and a felony of the second degree for subsequent offenses. Falsely representing or advertising a counterfeit controlled substance as a controlled substance (fraudulent drug advertising) is a felony of the fourth degree, and a felony of the third degree for subsequent offenses.

This is considered a major violation of the Lakewood High School Code of Conduct. Anyone violating any provision of the Counterfeit Drug Bill may be subject to suspension or expulsion from school. Offenders may be turned over to the Sheriff's Department and Juvenile Court. See O.R.C.2925.

Over-the-counter medications and nutritional supplements: Possession, or distribution of over-the-counter (OTC) medications and nutritional supplements is prohibited at school. All medications for student use must be secured in the office and must be accompanied by an Authorization to Administer Medication form. Violations of this rule can result in disciplinary action including suspension or expulsion.

OFFENSIVE / PORNOGRAPHIC MATERIAL

Possession of offensive or pornographic materials, whether in written, digital or picture form, is absolutely forbidden at school. Never bring any magazines, cell phones, iPods, or MP3 players that contain nudity / pornography. Possession of these materials may result in disciplinary action.

RACIAL HARASSMENT

The students of the Lakewood Local School District have a right to learn in an environment free of racial harassment. Racial harassment includes any profane or abusive racial language or gestures during school hours or at school sponsored activities. There is ZERO tolerance to any racial harassment taking place at Lakewood High School or events being sponsored by Lakewood High School and will not be tolerated. Discipline may result in expulsion from school.

REPEAT VIOLATIONS

Multiple violations of the same provision in the Student Code of Conduct will result in progressive discipline action. Depending on the severity of violations being repeatedly committed, students will be facing detentions, in school suspension, out of school suspensions and or expulsions from school. Progression of disciplinary action may not follow the above order.

RESTROOMS, LOCKER ROOMS, SHOWER ROOMS AND CHANGING ROOMS

Restrooms, locker rooms, shower rooms, and changing rooms are for the exclusive use of the male or female biological sex of each student in a school building or facility used by the school for a school-sponsored activity.

SELLING/BUYING/TRADING ITEMS IN SCHOOL

Students are not to sell (or buy) any items at school for personal profit or for any other non-sanctioned group. The selling of gum, candy and trading cards are examples of items not to be sold. Any violation of this provision may result in the confiscation of the item and may result in disciplinary action.

SETTING OR ATTEMPTING TO SET A FIRE

The intentional attempt to set a fire or the intentional setting of a fire on school property or at a school sponsored activity is not permitted and may result in suspension or expulsion and the filing of appropriate legal charges.

SEXUAL HARASSMENT

The students of the Lakewood Local School District have a right to learn in an environment free of sexual harassment. Sexual harassment includes unwelcome sexual advances, request for sexual favors, and other verbal, physical, or written conduct of a sexual nature. Sexual harassment is to include improper conduct of sexual behavior between staff and students, or student to student. For further explanation and clarification of the adopted board policy number 5517 concerning sexual harassment, you may refer to the Board of Education's policy book. Sexual harassment is not only a major violation of the Code of Conduct, but is also a violation of the law.

TAUNTING / HARASSMENT / INTIMIDATION / DATING VIOLENCE

Harassment, intimidation, or bullying of any student on school property (including school buses) or at school-sponsored events is strictly prohibited in accordance with HB116. Harassment, intimidation, and bullying are defined as: Any intentional written, verbal, cyber, or physical act that a student has exhibited toward another particular student 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. As this is a serious matter, consequences for infractions in this category could include the following disciplinary actions: suspension, expulsion, or possible referral to law enforcement. Suspected or alleged violations of this policy or incidents of dating violence must be reported to the principal or assistant principal in person or in writing (signed or anonymous) as soon as possible. Bullying incidents may be reported from the student drop down menu at <http://www.lakewoodlocal.k12.oh.us>, or by calling 740-928-6616. Making false reports to building administration is considered grounds for disciplinary action.

THEFT & VANDALISM

The acts of theft, unauthorized possession of school or personal property or damage to property are violations of the law. Damaging school property or **school personnel's private property** is prohibited. Such behavior is cause for restitution and further additional disciplinary action. Students participating in this behavior may be referred to the Sheriff's Department and Juvenile Court.

TOBACCO

A student shall not show evidence of use, attempt to use, have in possession, tobacco of any type or paraphernalia (i.e. matches, lighters, rolling paper etc.) at school, school activities, or on the school bus. Students also may be referred to the County Prosecutor's Office under a new statute, Section 2151.87(B) of the Ohio Revised Code.

E-Cigarettes and vapor pens will be considered as a tobacco product, and will be treated as such under the Student Handbook Code of Discipline.

The following policy will be followed to correct inappropriate tobacco/vaping behavior:

1st Offense: 3 days Out of School Suspension , and 2 days In School Detention

2nd Offense: 5 days Out of School Suspension and 2 days In School Detention

3rd Offense: 10 days Out of School Suspension

4th Offense: 10 Day Out-of-School Suspension with a Recommendation for Expulsion

***ANY OTHER ACTION(S) NOT COVERED IN THIS HANDBOOK THAT IS DEEMED HARMFUL OR DISRUPTIVE TO THE EDUCATIONAL PROCESS BY THE ADMINISTRATION WILL BE DEALT WITH ON AN INDIVIDUAL BASIS. OUR OBJECTIVE IS TO PROVIDE A SAFE AND CHALLENGING ATMOSPHERE CONDUCIVE TO QUALITY LEARNING**

DESCRIPTION OF DISCIPLINARY ACTIONS

Inappropriate behavior will be addressed by all staff whenever observed. Students who violate school rules or procedures will be disciplined according to the severity of the act.

A parent will be notified when disciplinary action will be taken by the administration or the teacher. All intervention strategies will be chosen prior to disciplinary action when appropriate. The building administration is charged with the proper enforcement of discipline in the total school setting. They have the discretionary authority to apply the following disciplinary measures to correct pupil behavior.

RESTITUTION

Restitution involves allowing a student to perform some service that corrects or makes amends for undesirable behavior. This intervention is focused on the child making up for the wrong he/she has committed. They must physically make up for the wrong, as in restitution for vandalism.

AFTER SCHOOL DETENTION

After school detention will be held on Tuesday or Thursday from 2:30 p.m. - 3:00 p.m. Failure to attend may result in additional disciplinary action such as a Saturday School. Student work schedules, athletic events and transportation problems may cause after school detention not to be assigned and lunch detention or in school detention may be assigned instead.

AM/PM DETENTION

Students assigned AM or PM detention will spend $\frac{1}{2}$ of their school day including their lunch in, In School Detention. AM/PM detention is a highly structured environment and student work completed while in AM/PM detention is accepted for credit. Classes missed due to days assigned to AM/PM detention are not counted as absences.

LUNCH DETENTION

On occasion a teacher may issue a lunch detention. Lunch detention is to be served during the students' 30 minute lunch period in the ISD room. Failure to serve a lunch detention may result in additional disciplinary action by the administration.

SOCIAL PROBATION

Any student can be denied the privilege to drive to school or attend any or all of the school's social events,)such as assemblies, extra-curricular activities, dances etc,) as a means of discipline.

IN-SCHOOL DETENTION

In-school detention (ISD) is offered as an alternative to Out-of-School Suspension when appropriate. Students will spend an entire school day in ISD. This is a highly structured environment and student work completed while in ISD is accepted for credit. Classes missed due to days assigned to ISD are not counted as absences.

Students who are disruptive in ISD or otherwise fail to meet standards of conduct may be assigned additional days of ISD, sent home for Emergency Removal or be suspended/expelled from school depending on the severity of the student's actions.

If a student is sent home (EMERGENCY REMOVAL or OSS) because they were not able to follow the procedures in the ISD room they may complete their assignments at home. If a student is participating in any extracurricular activities, their supervisor will be notified of all disciplinary actions..

The hours of operation for ISD are the same as a regular school day. There is not an appeal process for ISD. Students automatically lose privileges such as assemblies and extracurricular activities on in school detention days.

EMERGENCY REMOVAL is when a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academics process, may be immediately removed from the class, activity, or premises without notice or hearing by the assistant principal, principal, superintendent, or his representative.

As soon as possible after the removal, the student shall be given written notice of an informal hearing to be held before the assistant principal, principal, superintendent, or his representative not more than 24 hours following the time of the removal. The principal or superintendent may reinstate a removed student prior to the hearing, but must, upon request, give reasons in writing to the teacher ordering the removal. The teacher cannot refuse the reinstatement.

The hearing shall be conducted in accordance with the intended disciplinary action, either suspension or expulsion except that the expulsion hearing must be held within 24 hours of the removal. The person ordering the removal must be present at the hearing. Under an emergency removal, a student may be kept from attending school, class or school activities until the matter of his/her misconduct is resolved by suspension, expulsion or reinstatement.

ALTERNATIVE LEARNING SCHOOL

A student may be placed in an Alternative Learning School. The placement may be based on the number of times the rules have been broken or the severity of the Infraction(s). The decision to place a student in the alternative learning school will be at the discretion of the principal. When a student is placed in the alternative learning school he or she will be given credit for the school assignments they complete while at the school. Days of absence from the Alternative School count as absences toward the attendance policy.

OUT OF SCHOOL SUSPENSION (OSS)

The student is to be at home during the entire school day and is not to attend any school activities or be on school property during the period of suspension. Should school be closed for any reason during a suspension, those days will not count as days of the suspension.

A student who is suspended from school may not participate in or attend any school activities (including weekend activities) until they are eligible to return to school. If a suspension ends on the day prior to a school vacation the date of eligibility may be adjusted by the administration. When a suspension is issued the student shall be given written notice of the intention to suspend including the reasons for the intended suspension.

The student shall have the opportunity to appear at an informal hearing before the assistant principal, principal, superintendent or his representative. The student has the right to explain his/her actions and to give reasons against the intended suspension. The hearing may take place immediately after the intention notice is presented to the student.

The principal or assistant principal shall make the final decision to suspend. The principal or assistant principal may suspend a student from school for a period of up to ten days for violation of the Code of Conduct.

Within 24 hours of the beginning of the suspension period, a letter shall be sent to the parent, guardian, or custodian of the student and the clerk of the Board of Education, notifying them of the suspension, stating the reasons for it and advising them of their right to be represented at a hearing before the Board of Education or its designee (Superintendent) in executive session if so required. The request must be made not more than 24 hours following the issuance of suspension. The decision of the Board must be made in public session and the decision may be appealed to the Court of Common Pleas.

Students who accumulate 15 or more days of Detentions/Suspension (ISD and/or OSS) may be recommended for expulsion.

SATURDAY SCHOOL

Saturday School is used for those students who violate school rules and regulations. It is viewed as an alternative between an after-school detention and an In School Detention. It may be held at the middle school or high school. The hours are 8:00 AM to 10:00 AM for a 2-hour Saturday School or a 4-hour Saturday School from 8:00 AM to 12:00 PM. The student must be on time and bring enough school work to keep busy the entire two-hour or four-hour period. Rides should be at the assigned school promptly at 10:00 AM or 12:00 PM. [\[WU1\]](#) Bring a library book to read when assignments are complete. Failure to attend an assigned Saturday School or any violation of school rules while at Saturday School may result in suspension from school. If school is cancelled the Friday before Saturday School, it will be postponed and reassigned for a later date. Failure to serve an assigned Saturday School without a valid excuse will result in 1 day of In School Detention. An excused absence will be rescheduled for the next available Saturday School that will be in session.

EXPULSION FROM SCHOOL

The superintendent of Lakewood Local Schools, for extreme, serious violation or disregard of school policies, may expel a student from school. An expulsion may be for a maximum of eighty (80) school days and may carry into a new grading period but not a new school year.

In addition to not being permitted to be on school property, participate in or attend school activities, expelled students may lose credits for courses, including those being taken at CTEC or at any college/university while using the College Credit Plus program or at their own expense.

Exception: weapons are a one year expulsion.

JUST CAUSES FOR SUSPENSION AND/OR EXPULSION

Any of the following actions by students are just cause for suspension and/or expulsion:

- Disruption or interference with curricular or extracurricular activities
- Damage, destruction or theft of school property
- Damage or destruction of private property while under school jurisdiction or on school grounds
- Disregard of reasonable directions or commands by school authorities
- Possession of a deadly weapon or dangerous ordinance including chemicals, firearms, explosives, fireworks or any object indistinguishable from a weapon of any kind
- Possession or use of narcotics, alcoholic beverages and other dangerous drugs or counterfeit drugs
- Smoking
- Fighting or provoking a fight
- Assault on a school employee, student or other person on the school property, while in the custody and control of the school or in the course of a school-related activity
- Unauthorized presence on school property
- Improper or dangerous use of a vehicle on school property
- Any other action deemed harmful or disruptive to the educational process

Administrators are authorized to search student desks and lockers whenever there are reasonable grounds for the search WITHOUT a warrant or the pupil's permission.

If an administrator or teacher believes a student has a weapon or substance dangerous to persons or property, then the administrator or teacher has the right and duty to conduct an immediate search and seizure.

Lakewood Board of Education policy 5131.3 is in effect in accordance with House Bill 421 of the Ohio Revised Code in regards to due process. This information is available in the school office.

DUE PROCESS FOR SUSPENSION AND EXPULSION

Lakewood Board of Education policy 5611 is in effect in accordance with House Bill 318 of the Ohio Revised Code in regards to due process. This information is available on the school website.

F. MEDICAL

CLINIC / SCHOOL NURSE INFORMATION

A student health clinic is in the office area of the school building. There is a school nurse who covers multiple buildings in the district. When the school nurse is not in the building, the building office staff will assist with student care. The clinic offers basic first aid, emergency care, and medication administration.

EMERGENCY MEDICAL / PRESCRIPTION MEDICATION RELEASE FORMS

Before any prescribed medication is administered during school hours, the Authorization to Administer or Assist with Medication of Treatment Form (5330F1) must be completed by both the parent and licensed health professional. All medications must be housed in the school office.

USE OF MEDICATIONS

Students may possess a drug prescribed to the student to prevent the onset of a seizure or to alleviate the symptoms of a seizure, provided that the student has prior written approval from the

student's physician, and if the student is a minor, the written approval of the student's parent or guardian (Form 5330 F5 - Authorization for the Possession and Use of Seizure Medications). Copies of the written approvals must be provided to the Principal and any school nurse assigned to the building.

EMERGENCY MEDICAL INFORMATION

The Emergency Medical form is part of the online registration. The purpose of this form is to enable parents to authorize emergency treatment for children who become ill or injured while under school authority, when parents cannot be reached. It is very important that parents/ guardians complete this online form as promptly as possible so that your child's medical contacts are current in case of an emergency. Information should be updated online if any changes are made during the school year. Students may lose certain privileges (field trips) if this form is not completed online. Be sure to complete and update emergency medical information in the Final Forms system promptly and correctly.

ILLNESS AT SCHOOL

When a student becomes ill or injured, the school will attempt to notify a parent or secondary contact. If an authorized person listed on the emergency medical form cannot be reached, the student may be taken to a doctor or hospital for treatment (if deemed necessary). Be sure to complete and update emergency medical information in the Final Forms system at <https://lakewoodlocal-oh.finalforms.com>.

Under normal circumstances, parents will be contacted and the student will be sent home if s/he vomits, has a fever or if a communicable illness/disease is suspected. It is important for students not to come to school with a fever or if they are vomiting. It is advisable to stay home until fever-free for twenty-four (24) hours.

HEAD LICE

Head lice is a universal problem and is particularly prevalent among elementary school age children. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts.

Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and child. Parents need to continually observe their child for this potential problem and treat adequately and appropriately as necessary.

If a child in the District is found to have lice, the child's parent will be contacted to have the child treated and to pick him/her up immediately. After treatment and upon returning to school, the child will be examined by the school health staff or principal. The District practices a policy of no live lice as criteria for return to school. In instances where re-occurrences are prevalent, the principal or nurse, at his/her discretion, may determine that no nits are criteria for return to school.

IMMUNIZATIONS

The school nurse will check for proper immunizations as prescribed by state law. Documentation of the required immunizations must be provided by the parent/guardian, or a student may be excluded from school per the Ohio Revised Code.

INSURANCE

Accident insurance is available for pupils on a voluntary basis. Two plans are available: school time coverage and 24-hour coverage. Insurance forms are sent home with the students at the beginning of the school year.

PRESCRIPTION / OVER THE COUNTER MEDICATION ADMINISTRATION

Occasionally it is necessary for prescription or over-the-counter medication to be administered to a child at school. A physician request for medication form must be completed by the doctor and parent for any prescription or non-prescription medication to be given at school. This form can be obtained from the school nurse or secretaries. ***IF THE FORM IS NOT SIGNED BY YOUR DOCTOR THE SCHOOL CANNOT GIVE THE MEDICATION.***

G. GENERAL INFORMATION

ACCEPTABLE USE POLICY (AUP) / INTERNET USE

Lakewood High School students have access to the internet to support research that is relevant to educational and school projects. Before this is possible each parent and student must read, sign and agree to adhere to the AUP Agreement. The AUP Agreement will be issued as a separate document. Violations of this policy may lead to internet privileges being revoked at Lakewood High School.

ASSEMBLIES / PEP RALLIES / SPECIAL TESTING SCHEDULES

Throughout the school year we will have school wide assemblies and pep rallies in order to showcase, recognize or support our students here at LHS. In addition, at the end of the first semester and end of the year we will run a special bell schedule for assessment. Students are expected to attend these events. Early dismissals for students on these days will only be accepted before school begins for the day with a parent note. If a parent wants to sign a student out they must come into the office to sign them out with a photo ID. ***The office will not accept phone calls, email or text messages asking that students be released early from school.***

BUS PASSES

Bus passes are not permitted. Students are to ride their assigned bus. Bus passes will only be issued in case of an emergency, the transportation director reserves the right to permit a child to ride home on a different bus.

BUS RULES & DISCIPLINE PROCEDURES (approved July 12, 2017)

Please note the following rules. This list is not meant to be all inclusive. Rules based on Ohio Law 3301.83.08

Student Conduct at the Bus Stop

1. Students are expected to be at their bus stop at least **five minutes** before the assigned arrival time of their bus. Drivers are not required to wait for children not at their bus stop on time; this makes each stop after that late.
2. All students in the A.M. must wait at their Point of Safety location as assigned by their driver. In the P.M. they must return to their Point of Safety and wait until the bus drives away before going home.
3. Students required to cross the street should do so at least ten feet (10 giant steps) in front of the school bus and after the driver has signaled the student that it is safe to do so.

Student Conduct on the Bus

1. Students are to cooperate, show respect and follow the instructions of the bus driver.
2. Remain in your assigned seat at all times except when loading or unloading the school bus.
3. Normal conversation will be permitted except total silence at railroad crossings.
4. No fighting, hitting, horseplay or teasing will be permitted.
5. Yelling, questionable language such as profanity, name calling etc. will not be tolerated.
6. Students are to keep hands, head and other objects inside the bus. Students shall not throw items inside of the bus or out of the bus windows.
7. Students are to keep the bus clean and not damage the bus. Any damage to the bus may result in students or parents being billed for repairs.
8. No drinking, eating including suckers/candy or chewing gum will be permitted on the bus.
9. No pets, explosives, glass, dangerous objects, guns, knives or likenesses of, will be permitted on the bus.
10. Check with the transportation office before transporting large class projects or musical instruments. All carry-on items must fit on a student's lap. Wheel type book-bags are not allowed on the bus.
11. No selling or soliciting on the bus.
12. Students will not be permitted to ride another bus other than their assigned bus without a written note signed by parent or legal guardian and approved by the principal, pending room on the bus.
13. Students must not tamper with or open a school bus emergency exit unless directed to do so by the bus driver.

Departing the Bus

1. Remain seated until the bus comes to a complete stop.
2. Walk carefully, quickly & quietly using the handrails while exiting the bus.
3. Depart at your scheduled stop or at a stop approved in writing by your parents and the principal.
4. At the bus stop, if crossing take ten (10) giant steps beyond the bumper of the bus. Look up to see the driver who will signal you with a drop of his/her hand. Check both ways for traffic before crossing.
5. Never go back to pick up anything you drop or forget.
6. Never cross the road in the rear of a stopped school bus.
7. Go directly to your point of safety; after the bus pulls away go straight home.

Parent Reminders

1. Any HS/MS student who misses the bus will not be repeatedly picked up on the elementary route and taken to the HS/MS at the end of that route. Bus transportation in this case is the parent's responsibility.
2. Parents are not allowed on the school bus. Wait off the bus to speak to the driver.
3. On days we are not in session and the vocational/parochial schools are, bus transportation will be provided from pick up points only, not in the form of individual homes. A schedule will be provided.

4. If you are going to be late meeting your student at the bus stop please call the Transportation Office at 740-928-8886. Arrangements can be made for you to pick your student up at the Transportation Office at 4291 National Rd. at the end of the bus route.

Bus Transportation Discipline Procedures for Lakewood Students Pre-K- 12

Parents, please be aware of the following consequences and take note that you will be responsible for student transportation to and from school when your student is suspended from the bus. This list is not intended to be all inclusive as it is impossible to cover all situations. These consequences follow verbal warnings already given by the driver:

Level 1 - Violations:

Offensive language – spoken, written, or gestures, disrespect to other students, horseplay, excessive noise, loud talking, disruptive behavior, not sitting in assigned seat, eating or drinking on the bus.

Level 1 - Consequences:

- 1st offense - Principal conference with student
- 2nd offense - Parent notification and /or noon detention(s) after school or Saturday school
- 3rd offense - Loss of bus riding privileges for 1-3 school days
- 4th offense - Loss of bus riding privileges for 3-5 school days
- 5th offense - Loss of bus riding privileges for 5-10 school days or 5 school days plus after school detention for 5 days
- 6th offense - Could result in Loss of bus riding privileges for the rest of the semester or recommendation of expulsion off the bus for the rest of the school year.

Level 2 - Violations:

Disrespect – to driver or school personnel, not following driver's instructions, throwing objects, fighting, arms, hands, head, feet or objects out of bus windows, standing or moving from seat to seat while bus is in motion, intimidation, harassing, sexual harassing, not following drivers signal to cross or not cross road, possession or use of tobacco products (including e-cigarettes/vapes), matches, lighters, etc., tampering with emergency equipment, doors or windows.

Level 2 – Consequences:

- 1st offense – Loss of bus riding privileges for 1 -3 school days.
- 2nd offense – Loss of bus riding privileges for 3 -5 school days.
- 3rd offense – Loss of bus riding privileges for 5 -10 school days or 5 school days plus after-school detention for 5 days.
- 4th offense – Expulsion from the bus privileges if deemed appropriate by the Superintendent. Conference (mandatory) as soon as possible with student, parent and principal.

Level 3- Violation & Consequence:

Defacing or destruction of property of others and/or school property, i.e., school buses.

- Payment for damage by parent & loss of bus riding privileges.

Possession or use of illegal drugs, drug paraphernalia, or alcohol (alcohol may be determined by odor).

- 1st offense – 10 day out-of-school suspension and notification of appropriate law enforcement agency if applicable, 5 days may be suspended with counseling
- 2nd offense – Recommendation for expulsion from school and notification of appropriate law enforcement agency.

Selling, or distributing illegal drugs or alcohol (alcohol may be determined by odor).

- 1st offense – 10 day suspension with recommendation of expulsion from school and notification of appropriate law enforcement agency.

Possession of dangerous objects and weapons.

Procedures

1. Principals can request the bus driver and or bus supervisor to appear for a conference.
2. Vocational School student information regarding any offense will be forwarded to the Lakewood High School Principal who will forward to C-TEC Principal.
3. Parochial school student information regarding any offense will be forwarded to the Lakewood Director of Transportation Services who will forward to parochial schools.
4. Suspension of special education students shall be in accordance with the law.
5. Audio and video surveillance equipment may be used on school buses. **Parent and student confidentiality laws prevent parents from viewing videos**
6. In all cases (preschool – 12) listed above, when circumstances warrant, the principal has the option to select another level of punishment subject to review by the Lakewood Administrative Team.

ELEVATOR

The elevator is to be used by school personnel. Students needing to use the elevator due to physical limitations need to report to the office. Students can only have one (1) student accompany them on the elevator when they need assistance due to physical limitation and must have a doctor's note.

DANCES

School sponsored dances can be attended only by Lakewood High School students (grades 9-12). There are 3 exceptions to this rule: Homecoming, Winter Formal and Prom. Guidelines for these are as follows: no person age 21 or over can attend, no Middle School students and current students on

social probation. Any non-Lakewood student or graduate must be approved through the office prior to the dance. (There is a registration form to be filled out and handed in prior to the deadline). Once students leave an LHS dance they are not permitted to re-enter.

DRESS CODE

The Lakewood Local School District is preparing students to be career and college ready. It is Lakewood's responsibility to provide the best educational opportunities for the students. Students have very definite obligations and duties when attending. No student should set for himself/herself a course of conduct which is detrimental to the equal opportunity of others to learn. Compliance with reasonable rules and regulations of dress, conduct, and respect for teachers and administrators is a duty of every student. Any dress or appearance which clearly constitutes a threat to the health and safety of students or **disrupts the educational process** shall be prohibited. The following list represents some items that are considered inappropriate:

- hats/hoods/bandanas
- shorts and dresses that do not offer full coverage
- sunglasses
- tank tops (shirts with **less than 3" of material** between neck and shoulder)
- bare midriff clothing
- transparent clothing
- sagging pants below the hipbone
- clothing displaying references to tobacco, alcohol, drugs or other illegal items.
- clothing that depicts violence or is associated with gang activity (including bandanas)
- clothing that contains sexual innuendo
- wallet chains that are excessive in length
- clothing that allows undergarments to be visible
- **any attire deemed inappropriate by administration**

Students who violate the dress code will be referred to the Assistant Principal's office. Students will wait in the ISD room while attempts to secure appropriate clothing from home or borrow from the office are made. According to the administrator in charge, students dressed inappropriately may be subject to additional disciplinary action. Repeat violators may face more severe consequences.

If at any time a teacher determines that the wearing of some form of clothing is disruptive, the matter will be brought to the attention of the Assistant Principal.

DRONES (UAV's)

The operation of unmanned aerial vehicles (UAV's), commonly known as drones, is prohibited on Lakewood Local School District premises during district sponsored contests (including scrimmages and previews), practices, and activities. District officials may deny admission or entry to anyone attempting to use a UAV until the event has been completed. Any exception to this regulation must be approved in advance by the Superintendent. (BOE resolution 10.14.15)

EQUAL EDUCATION OPPORTUNITY

The Board of Education declares it to be the policy of this district to provide an equal opportunity for all students, regardless of race, color, disability, religion, sex, ancestry, age, national origin, place of residence within the boundaries of the district, or social economic background, to learn through the curriculum offered in the district.

EMERGENCY CLOSINGS AND DELAYS

Occasionally unexpected emergencies will cause school to be closed or delayed. When school officials make the decision to close/delay school, the superintendent or designee will utilize the school one-call system to notify parents. The district will also notify the following media organizations:

Radio Stations

WCLT (1430 AM)

WCLT (100.3/104.7/98.7 FM)

WTHH (790 AM)

WNKO (101.7/107.7 FM)

Television Stations

WBNS TV (channel 10)

WCMH TV (channel 4)

WCMH TV (channel 6)

WTTE TV (channel 28)

Web sites

www.lakewoodlocal.k12.oh.us

Facebook.com/Lakewood Local

www.NewarkAdvocate.com

Twitter: @lakewoodHighSc2

Instagram: @suplancers or @lakewood_local_schoo

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school a

written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believe are inaccurate or misleading. Parents or eligible students may ask the school to amend a record they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible students of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

FERPA: Notice for Disclosure of School Directory Information: The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Lakewood Local School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable

information from your child's education records. However, Lakewood Local School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Lakewood Local School District to include this type of information in your child's educational records and in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the principal (in writing, by September 15) that they do not want their student's information disclosed without their prior written consent. Unless directed otherwise by parents, non-military organizations will be provided with student information.

FEES

Students should take care of all fees/obligations for their class at the beginning of each semester. Students should pay fees/obligations in the school office. Textbooks are the responsibility of each student. Restitution must be made for books and equipment abused or lost. Students failing to meet all fee/obligation/textbook responsibilities may have their records and diploma withheld until all class obligations are met.

Random urine drug testing: Student participants will be charged a one-time annual fee of \$20 to defray the cost of the random urine drug testing. Student participants are listed in the back of the handbook.

Academic fees: Academic fees will be charged to help defray the cost of consumable supplies used in the class. Check Fee Amounts

1. All **academic fees** must be paid by the end of the first nine weeks. If fees are not paid they will accumulate throughout the academic years.

2. All students and parents are notified about fees and how much they will be at the beginning of the school year. Your child or children may be eligible for a fee waiver. The Free and Reduced Price School Meals Application is the application for a fee waiver. Once this form is completed in its entirety, signed and returned to the district, the parents will be notified by letter (same letter as free and reduced lunch) whether the school fees are waived.
3. Any unpaid fees will follow a student from grade to grade, building to building. All grade cards will include either a statement of unpaid fees due or show the amount of unpaid fees on the grade card at the end of the grading period. All monetary obligations must be taken care of in order to receive a diploma at graduation.
4. **The \$15 academic fee and other course fees (see below) will be collected at the school's main office. A receipt will be issued to the student. All checks are to be made out to Lakewood High School.**

Department/Course	Fee amount
Academic fee (for each student for consumable supplies)	\$15
ART	
Ceramics	\$30
Drawing & Painting	\$25
Everyday Art	\$25
Fiber & Crafts	\$25
Sculpture	\$25
Photography	\$25
ENGLISH	
All semester courses	\$5
INDUSTRIAL ARTS / INNOVATION CENTER	
Engineering Design	\$15
Manufacturing Operations	\$15
Robotics	\$15
Wood shop	\$30
SCIENCE	
Anatomy & Physiology	\$15
AP Biology	\$20
AP Chemistry	\$30
Biology/Honors Biology	\$15
Bio Tech	\$15

Chemistry/Honors Chemistry	\$20
Environmental Science	\$15
Forensics	\$15
Physical & Earth Science/Astronomy	\$10
Physics	\$15
Pre-AP Biology	\$15
BUSINESS/CAREERS	
Culinary Fundamentals	\$20
Miscellaneous	
Senior Parking Spot Painting	\$20

FIELD TRIPS

Field trips are sponsored by classes or organizations to enhance learning and programs. Students must have a current emergency medical form and a signed field trip (PrePlanned Absence) form (7 days prior) to attend.

HALL/CLASSROOM/RESTROOM PASSES

Students must have a pass signed by their teacher or a restroom pass in order to be in the hallway during class time. Students must present a signed pass by their teacher or direct contact via phone call or email to leave the cafeteria area and Academic Assist. Passes must be issued before the start of the lunch period and prior to the beginning of class. Substitute teachers are not permitted to issue passes. Misuse of a pass may result in the temporary loss of privileges by being placed on the "**NO PASS**" list. Unauthorized use of passes or students being in an unauthorized area **will** result in disciplinary action.

HONORS GPA CALCULATION

Students who take Honors courses at Lakewood High School will have their grade point averages figured using the following equation:

$$\text{GPA} = \frac{(\text{weighting factor}) (\text{GPA w/o honors}) + (\text{honors points})}{(\text{weighting factor}) + (\text{honors credits})}$$

- The weighting factor is the minimum number of credits needed for the particular grade level. For freshmen that number is 5.25, sophomores 10.5, juniors that number is 15.75 and seniors 21.
- Next is the GPA earned in classes that are not considered "Honors" classes.

- Honors points is the sum of all of the GPA points (4, 3 etc.) earned in all of the honors classes taken.
- Honors credits are the total credits earned from honors classes.

INDIVIDUALS WITH DISABILITIES

The Lakewood Local School District provides a variety of special education programs and related services to students identified with disabilities through an evaluation process as defined by the Individuals with Disabilities Education Act (IDEA). If a disability is identified, the child can begin receiving the appropriate special education and related services through an Individual Education Plan. Parents are encouraged to be an active participant in the process. The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the district's programs and facilities.

INTERRUPTION DURING THE SCHOOL DAY

Flowers, balloons, etc. sent to the school in observance of student birthdays or other occasions will be kept in the office and can be picked up at the end of the school day.

LOST AND FOUND

If you find items that "appear to be lost" give them to a teacher or turn them into the office. Please report missing items to the office and your teachers.

LUNCH / CAFETERIA

Lunch may be purchased or packed and carried to school. Please eat in the cafeteria **only**.

A student breakfast will cost \$1.75 and a reduced breakfast will cost \$0.40. A student lunch will cost \$3.25 and a reduced lunch will cost \$0.40 while milk will cost \$0.50. Free and reduced lunch forms are sent home early in the school year or may be obtained in the office.

Due to the Healthy Hunger Free Kids Act and the National School Lunch Program regulations, The Lakewood Local Schools may not provide access to Foods of Minimal Nutritional Value (FMNV) during scheduled student meal periods in our school cafeterias. Also, students receiving Free or Reduced Lunches are not permitted to give their lunches to other students. Violations of these regulations could jeopardize the State and Federal subsidies Lakewood receives each year to assist with free and reduced lunches. Parents are not permitted to deliver FMNVs to their students for lunch.

Examples would include carbonated beverages and "fast food." Questions may be directed to our Food Service Coordinator at 740-928-6791.

LUNCH PROCEDURES

- No credit will be extended except in emergencies. See the principal or assistant principal only.
- If you feel that you may qualify for free or reduced price lunch, please see the principal or assistant principal.
- Running, pushing, or horseplay in the cafeteria lines may result in disciplinary action.
- Horseplay, loud noises, etc., will not be tolerated in the cafeteria. Students are expected to choose a seat and remain in it. Students may eat at a table located in the Cafeteria. Students may not eat at the tables located in the academic wing of LHS unless permission is granted by an administrator.
- After finishing your meal, take the tray, utensils, waste paper and milk cartons to the proper area for disposal and leave tables free of trash. All trash should be disposed of prior to the end of the lunch period.
- The vending machines are only for the use of those students at lunch.
- The school will not give refunds for vending machines, so use at your own risk.
- Students must provide a pass to leave the cafeteria area. When available, students must sign-out/sign-in to attend intramural activities in the Auxiliary Gym.
- Students must sign-out/sign-in when going to the restroom.
- ***Students are not permitted to order lunches from outside sources, or have restaurant food dropped off at school for lunch. (Uber Eats, Grub Hub, etc.)***

MTSS (Multi-Tier System of Support) PROCEDURE

Multi-Tier System of Supports (MTSS). MTSS is the acronym for all of the supports that we have in place to ensure that ALL students are college and career ready upon graduation, and poised to be productive members of society. It is focused on educating the whole child, which goes beyond just academics to include physical wellbeing and social emotional health. We want our students to have the necessary skills to become successful adults who are ready to take their place in our community. While most students are able to thrive in the classroom, there may be times when they may need additional support. Each of the systems below target a specific area of need and work to remove obstacles that prevent students from achieving their full potential.

PBIS- Positive Behavioral Interventions and Supports

- Focuses on a proactive approach to teaching appropriate behaviors in school before issues arise.

RTI- Response to Intervention

- Students are referred to RTI if they are in need of additional academic support. A team (teacher, administrator, counselor, student and family) will meet to develop a plan to improve the skills that are necessary to be successful in school.

AIT- Attendance Intervention Team

- This team meets with students and their families, who struggle with attendance, to develop a plan to put in place to prevent truancy charges from being filed.

SEL- Social Emotional Learning

- This is embedded in our curriculum through Calm Classroom and other resources. There are also additional supports available through the counselors website.

REFERRAL

If you would like to refer your child to the MTSS team please fill out the form located on the district website.

PARENT PICK UP / DROP OFF PROCEDURE

If you bring your student to school please drop him or her off in the south parking lot (closest to the office). Students should enter the southwest door and make their way to homeroom before the tardy bell rings.

If you plan to pick-up your son or daughter at dismissal, we ask that you pick them up in the south parking lot. Please do not pick up your son/daughter in the faculty parking lot.

DRIVING / PARKING AND SAFE AUTOMOBILE OPERATION

Students under the age of 18 who drop out of school, are habitually absent from school without legitimate excuse, or who have been suspended or expelled from school for use or possession of drugs or alcohol, may face "denial of driving privileges".

The school parking lot is all one way. Students are required to enter at the entrance (farthest south on Lancer Rd.) and exit at the exit (closest to the school). All traffic is one way (from south to north). Students are expected not to drive recklessly or cut across the parking rows. Students are also expected to follow the rules and obey the speed limit. Failure to meet these expectations may result in loss of driving privileges and/or disciplinary action.

PARKING PERMITS

Parking Permits must be obtained in the front office. There is a mandatory \$20.00 drug testing fee that must be paid to receive a parking permit. Students who drive to school are required to display the parking permit at all times and park their vehicle in the spot they have chosen. Students will be placed into the pool of students who may be randomly selected for drug testing throughout the school year. Please see the Random Drug Testing Board Policy.

Seniors who wish to paint their parking spaces will have an additional fee of \$20.00. All designs must be pre-approved by the building principal prior to painting. Please pick up the painting application form from the front office or Mrs. Baker which explains the process and materials that will need to be purchased.

PUBLICATIONS

Publications such as the school newspaper, website and yearbook are connected to the overall school program and are subject to editorial control by the school's authorities. Student names and/or images may appear in school publications. If you or your parents do not want your name or image to appear, please notify the school principal in writing by **September 15**.

PUBLIC RECORDS POLICY

Access to information concerning the conduct of the people's business is a right of every person in the state. Records of Lakewood Local School District which are not exempt from disclosure under the law are available for inspection and copying in accordance with the Ohio Public Records Act. Requests for records may be made during regular business hours to:

Financial

Lakewood Local School District
Glenna Plaisted, Treasurer/CFO
525 E. Main St.
P.O. Box 70
Hebron, OH 43025
740-928-1928
gplaisted@lakewoodlocal.org

Other

Lakewood Local School District
Scott Coffey, Superintendent
525 E. Main St.
P.O. Box 70
Hebron, OH 43025
740-928-5878
scoffey@lakewoodlocal.org

SIGNS AND POSTERS

Any sign or poster that is displayed in the building must be approved and signed by the administration.

SAFETY DRILLS

Lakewood High School will conduct six (6) fire drills and the required tornado drills during tornado season. We will also conduct 3-5 security drills that will be situational based on the Lakewood Local Security Levels.

RELIGIOUS RIGHTS

Religious Expression Days

To receive accommodations for religious expression days, parents or guardians must submit written requests to the Principal within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the District. The requests must specify the religious expression day(s) to be approved. The Principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system.

Students who are absent on approved religious expression days will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

Released Time for Religious Instruction

Students shall be provided released during the school day to attend a course in religious instruction conducted by a private entity off District property, in accordance with the requirements of Policy 5223.

Protection of Individual Beliefs

The Board shall not solicit or require current or prospective students who seek enrollment in the District to affirmatively ascribe to specific beliefs, affiliations, ideals, or principles concerning political movement or ideology, nor will the District use any statements of commitment to specific beliefs, affiliations, ideals, or principles concerning political movements or ideology to evaluate the student's academic performance. (See Policy 2265)

SCHOOL COUNSELING SERVICES

School counseling services are available for every student in the school. The school counselor is available to help students with school, home, and social concerns. Students should feel free to take any problem or question to the counselor. Students wishing to visit the counselor should stop in the office to make arrangements. Students wishing to meet with a counselor should do so during their lunch or study hall. Parents are encouraged to call the counselor if they have school related concerns that the staff should be aware of.

SCHOOL LOCKERS

School lockers are available upon request.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including lockers, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is reasonable suspicion that the student is in violation of Ohio law or school policies. A search may also be conducted to protect the safety of others. All searches may be conducted with or without the student's consent. Failure to comply with a reasonable search will be considered insubordination.

STUDENT PERSONAL PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuable or irreplaceable items should not be brought to school. On the first offense, confiscated items will be returned to a parent at the end of the day. On subsequent offenses, the students may be subject to further discipline and the item may be returned after the student complies with any disciplinary consequences that were imposed.

VEHICLES PARKED ON SCHOOL PROPERTY

Student operated vehicles parked on school property or at school related functions are subject to random searches with any reasonable suspicion. Parking privileges may be revoked at any time for disciplinary reasons or safety concerns.

VIDEO SURVEILLANCE

Video surveillance and electronic monitoring may be in use throughout the school building, school grounds and on school buses. The devices are being used to observe, monitor and/or record the behavior and activity of all persons on school property or grounds, or participating in school functions. Information obtained through video surveillance/electronic monitoring shall be used to enhance security for students, staff and visitors, and to assist in the detection and deterrence of criminal activity (theft/vandalism) and/or violations of Board policy of the Student Code of Conduct.

VISITORS

All visitors to the building must report to the main office immediately upon entering the building. To be admitted, visitors should press the call button on the intercom located outside the entrance nearest the office. This includes parents, guests, delivery personnel or any other individuals who enter the building during school for any reason. Alumni visits are restricted to before and after school hours. Alumni may meet with former teachers during their conference period provided arrangements have been made in advance. Visitors are required to sign in and pick up and wear a visitor's pass, sticker or badge.

WELLNESS POLICY

The Lakewood Board of Education recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the development process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits and by promoting increased physical activity both in and out of school.

H. EXTRA-CURRICULAR ACTIVITIES

ATHLETIC CODE OF CONDUCT / EXTRA-CURRICULAR HANDBOOK

The Lakewood Local School District and Athletic Department has developed an Athletic Code of Conduct and an extra-curricular handbook that all students and athletes in our district must abide by. A copy of the Athletic Code of Conduct or extracurricular handbook should be distributed to each student or athlete prior to the beginning of an athletic season or activity. A failure to abide by these guidelines could result in a loss of eligibility and/or other penalties.

EXTRA-CURRICULAR MEMBERSHIP

Membership and participation in extracurricular activities is a privilege. No student is guaranteed this membership. Students are reminded and expected to conduct themselves in such a way that their actions will not embarrass themselves or Lakewood High School. Take pride in yourself and your school. Violators may be excluded from further participation.

NATIONAL HONOR SOCIETY

The Lakewood High School chapter of the National Honor Society recognizes students who excel in the areas of scholarship, leadership, character and service. Students meet the scholarship requirement by earning a cumulative GPA of 3.35 or higher. Once inducted, students are required to maintain these standards and to participate in various service projects and fundraisers.

During the second semester of each year, sophomores, juniors and seniors who meet the GPA requirement may complete an application listing co-curricular, community, leadership and work experiences. Applicants must also complete an essay on a provided topic. A committee of five faculty members reviews the applications and judges the applicants' contributions to their school and the community. Students must have the votes of at least three of the five committee members in order to be selected.

STUDENT ATTENDANCE AT EXTRACURRICULAR ACTIVITIES

Attendance at extracurricular activities is a **privilege**. Examples include, but are not limited to school dances, assemblies, athletic events, award nights, banquets, programs, school or class field trips. **Proper attire is expected for the occasion.** Students that have discipline problems in school, at school events or on the buses, may be prohibited from these activities. Students that accrue excessive absences from school may be denied access to these events. Note: A student must be in school on the day of a dance or extracurricular activity in order to attend that event. An exception would be a doctor's appointment for that day. The administration feels that attendance at and participation in

"extra" activities should be viewed as a reward for students who are good citizens and strive to follow school rules and policies.

STUDENT COUNCIL

Your Student Council provides for student activities, and serves as a training experience for both leaders and followers. It promotes the common good, gives students a share in the management of the school, and develops high ideals of personal conduct. It also acts as a clearing house for student activities, seeks to interest students in school affairs, and helps solve problems that may arise. Representatives are elected from each class.

WORK PERMITS

Work Permit applications may be obtained in the high school office, or on the district website. Students under the age of eighteen (18) are required to provide a Work Permit to their employers in order to comply with child labor laws.

Applications consist of three parts: 1) Required parent information and signature; 2) verification of hire by the employer; and 3) recent physician's statement of health. Correctly completed applications should be brought back to the high school office for processing. The work permit can usually be issued within 1-2 business days.

Permits may be pulled by school administrators for unacceptable school attendance and or poor academic performance.

RANDOM URINE DRUG TESTING PROGRAM

This policy applies to all students in Grades 7-12 participating on an OHSAA-sanctioned athletic team, an extracurricular activity as defined by the Board, or a student required to have a parking permit. Please refer to board policy for specifics of the program. Consequences of a positive test are as follows:

First Violation - For the first positive result, the student will be given two options:

A. Denial of participation in athletics, extracurricular activities, parking on District property when a permit is required, and social probation for one calendar year. (NOTE: Social Probation includes any student being denied the privilege to attend any or all of the school's social events at home or away facilities. This includes, but is not limited to: dances, performances, athletic events, etc.)

OR

B. The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The parent/guardian/custodian is responsible for all expenses and for providing the school administrator with documentation that the student completed all recommendations of the counselor. The student will be denied participation for a minimum of **25%** of the combined present and next athletic or extracurricular season. The parent/guardian/custodian and student will meet with the school administrator and coach/advisor to determine reinstatement. The student may be required, at parent/guardian/custodian expense, to submit to weekly or random testing for the remainder of the current athletic season.

For Example: Athletics: The student will be denied participation for 25% of the current season, with any remaining percentage of the denial of participation applied to the next season of participation if needed. (NOTE: The student may continue to practice and travel with the team. The student may not wear a team uniform, warm up with the team, or sit/stand with the team during this denial of participation.)

Extracurricular Activities: The student will be denied participation in 25% or 45 school days of all extracurricular activities, with any remaining percentage/days of denial of participation applied to the next season of participation if needed. (NOTE: The student may not attend club meetings and or participate in off-campus trips or special events. Students who participate in extracurricular activities that have performances may continue to practice/rehearse but may not perform during the denial of participation.)

Driving and Parking: The student will be denied 25% or 45 school days of driving/parking privileges on District property.

In order for participation and privileges to be reinstated after the 25% penalty, the student must have already agreed to submit to a minimum of 5 follow-up drug tests within 6 months at no cost to the District. The drug testing dates will be determined by the principal/designee.

B. Second Violation - For the second positive result, the student will be given two options:

A. Permanent denial of participation in athletics, extracurriculars and social probation during the student's remaining career at Lakewood High School.

OR

B. The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The parent/ guardian/custodian is responsible for all expenses and for providing the administrator with documentation that the student completed all recommendations of the counselor. The student will be denied participation for a minimum of **50%** of the combined present and next athletic or extracurricular season. The student may be required, at parent/guardian/custodian expense, to submit to weekly or random testing for the remainder of the current athletic season.

For Example:

Athletics: The student will be denied participation for 50% of the current season, with any remaining percentage of the denial of participation applied to the next season of participation if needed. (NOTE: The student may continue to practice and travel with the team. The student may not wear a team uniform, warm up with the team, or sit/stand with the team during this denial of participation.)

Extracurricular Activities: The student will be denied participation in 50% or 90 school days of all extracurricular activities, with any remaining percentage/days of denial of participation applied to the next season of participation if needed. (NOTE: The student may not attend club meetings and or participate in off-campus trips or special events. Students who participate in extracurricular activities that have performances may continue to practice/rehearse but may not perform during the denial of participation.)

Driving and Parking: The student will be denied 50% or 90 school days of driving/parking privileges on District property.

In order for participation and privileges to be reinstated after the 50% penalty, the student must have already agreed to submit to a minimum of 5 follow-up drug tests within 6 months at no cost to the District. The drug testing dates will be determined by the principal/designee.

Third Violation – For the third positive result:

The student will be permanently denied participation in athletics, extracurricular activities and driving/parking privileges and will be placed on social probation immediately.

Violations are cumulative throughout the student's school career (Grades 7-12).

Students who have been had three positive testing results are eligible to appeal their permanent denial of participation to the Superintendent after the following conditions have been met:

1. The student has remained in the testing pool and has submitted to testing for 12 consecutive months (at the family's expense). All test results must be negative.
2. The student is in good academic standing during the 12 month testing period.
3. The student maintains a clean discipline record during the 12-month testing period. Students whose appeals are denied by the Superintendent may appeal their permanent denial to the Board of Education.

SELF-REFERRALS:

A student may give a self-referral once in 6 years, between Grades 7-12. Self-referrals can only happen before being randomly selected for testing. A self-referral occurs when a student asks a coach, advisor, director, counselor, administrator or any other school personnel for help and an assessment prior to any known violations of this policy.

A self-referral will not be subject to any disciplinary action provided that:

- A) The student completes a drug assessment and counseling program and verification is provided to the principal/designee. The counselor and or agency must be certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services. Parents/Guardians/Custodians must pay for this expense.
- B) The student agrees to submit to 5 follow-up drug tests within 6 months at no cost to the District. The testing dates will be determined by the principal/designee and testing will be completed by the District's drug testing company. If the student tests positive during the follow-up drug tests, the student will be subject to first-time offense consequences.

Student Participants: Random Urine Drug Testing Program (*Denotes High School & Middle School)

Baseball	Bowling – Boys & Girls	Cheerleading – Boys & Girls*
Cross Country – Boys & Girls*	Drum Major	Flag Corp
Football*	National Honor Society	Quiz Bowl
Robotics	Fall Play	Soccer – Boys & Girls
Softball	Spring Musical	Student Council (7-12 only)*
Swimming – Boys & Girls	Track & Field – Boys & Girls*	Volleyball*
Wrestling*	Golf – Boys and Girls*	
Basketball – Boys & Girls*	Student Drivers required to have a parking permit.	

I. APPENDICES

School Songs

THE STAR SPANGLED BANNER

O say can you see by the dawn's early light,
What so proudly we hailed at the twilight's last gleaming,
Whose broad stripes and bright stars through the perilous fight
O'er the ramparts we watched were so gallantly streaming?
And the rockets' red glare, the bombs bursting in air
Gave proof through the night that our Flag was still there!
O say does that star-spangled banner yet wave
O'er the land of the free, and the home of the brave?

LAKWOOD HIGH SCHOOL ALMA MATER

As voices ring out bright with cheer
We hear our Lakewood loud and clear
We feel the peoples' unity
Their shouts express their loyalty
As time rolls on in golden haze
We'll remember high school days
We will try to do our best For our dear old L. H. S.

LANCER FIGHT SONG

On ye Lancers, On ye Lancers
On to victory
Show your spirit, show your courage
Show your loyalty
On ye Lancers, On ye Lancers Fight with all your might
We're behind you all the way
So fight, fight, fight!

Certificated Staff Roster

Principal: Belinda Hohman

Assistant Principal: TBD

Athletic Director: Jamie Justice

Guidance Department: Janessa Maybury, Phil Sikorski

Safety Resource Officers: Caleb Brown, Eric Swingle

Media/technology Department: Phil Jones, Jennifer Leistikow, Tim Owen, Andrew Parrish

Speech/language: Katie Magelainer

STEM: Dee Martindale

Art: Shane Cornell

Careers: Terri McKenzie, Matt Frischen

CBI/Business and Industry Partnership Coordinator: Mike Mohler

Computers/CIS: Sharon Smith, Mark Vukovic

Drama: Martha Fickle

Engineering: Mike Lawson

English: Michelle Duncan, Mandy Ewing, Mandy O'Dell, Jessica Hassler, Katie Brehmer

Health/PE: Brian Cooperrider, Lori Moore, John Poulcott

Intervention Specialists: Andrew Osborne, Chris Rausch, Stefanie Howell, Stephanie Kerze,
Sharon Smith

Math: Andy Bowman, Rob Englert, Brent Smith, Jarrod Vaughn

Music: Lauren Domenick, Aidan Cunningham

Science: Kelsey Boyer, Lindsey Fawcett, Tricia Frye
Candace Haudenschild, Angela Maselli

Social Studies: Brittany Baker, Doug Jewitt, Viola Levin, Jace Maybury

Spanish: Kara Caton-Searls, Charlotte Mahoney

Classified Staff Roster

Cafeteria Staff: Marsha Parlet (Head Cook), Sherie Campbell (Cashier/Server),
Mary Swineharte (Cashier/Server)

Custodian: Dennis Neel

In-School Detention Monitor: April Gillham

Study Hall Monitor: Tawni Hess

Secretaries: Penny Truex (Guidance), Chris Wogan (Front Office / Building)
Debbie Bowman (Athletics/Registrar)

Telephone numbers

Lakewood High School: 740-928-4526 (office), 740-928-3731 (fax)

Lakewood Local Central Office: 740-928-5878 (office), 740-928-3152 (fax)

Transportation Department: 740-928-8886 (office), 740-928-6791 (office)

Office of Civil Rights: 216-522-4970 (office), 216-522-2573 (fax),
877-521-2172 (TDD), OCR.Cleveland@ed.gov

NOTICE OF RIGHT TO KNOW TEACHER QUALIFICATIONS

LAKESIDE LOCAL SCHOOLS

525 E. Main Street, P.O. Box 70 Hebron, OH 43025 Phone
(740-928-5878) – Fax (740-928-3152)

NOTICE OF RIGHT TO KNOW TEACHER QUALIFICATIONS AUGUST 2025

You have the right to know about the teaching qualifications of your child's classroom teacher in a school receiving Title I funds. The Federal Every Student Succeeds Act (ESSA) requires that any local school district receiving Title I funds must notify parents that they may ask about the professional qualifications of their child's classroom teacher.

The qualifications include:

1. Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives state licensing requirements.
3. The undergraduate degree major of the teacher and any other graduate degree or certification (such as National Board Certification) held by the teacher and the field of discipline of certification or degree.
4. Whether your child is provided services by instructional paraprofessionals and, if so, their qualifications.

You may ask for the information by returning this letter to the address listed above. Or you may fax your request to the above listed fax number. E-mail requests may be sent to ppickering@laca.org. Be sure to give the following information with your request:

Child's full name: _____

Parent/Guardian full name: _____

Address: _____

City, State, Zip: _____

Teacher's name: _____

Sincerely, Scott Coffey, Superintendent

DRUG TESTING POLICY AND EXPECTATIONS INFORMED CONSENT AGREEMENT

Student name (print) _____

AS A STUDENT:

- I understand and agree that participation in athletics, extra-curricular activities and parking on school grounds is a privilege that requires me to comply with the District's Drug Testing Policy and Expectation; and I understand that that privilege may be withdrawn for violations of the Drug Testing Policy and Expectations, hereinafter Drug Testing Policy.
- I have read the Drug Testing Policy and thoroughly understand the consequences that I will face if I do not honor my commitment to the Drug Testing Policy.
- I understand and realize that there is risk of injury in participating in activities and driving to school.
- I understand that when I participate in any athletics or extra-curricular programs, and/ or receive a parking permit, I may be subjected to initial and random urine drug testing, and if I refuse, I will not be allowed to practice, participate or park. I have read the consent on the reverse of this form and agree to its terms.
- I understand this is binding while a student within the Lakewood Local School District.

Student signature

Date

AS A PARENT/GUARDIAN/CUSTODIAN:

- I have read the Drug Testing Policy and understand the responsibilities of my son/daughter/ward as a participant in athletics, extra-curricular activities, and/or parking privileges in the Lakewood Local School District.
- I understand and realize that there is an assumed risk of injury involved for my son/daughter/ward as a participant in activities and driving to school.
- I understand that, in order for my son/daughter/ward to participate in athletics, extracurricular activities, and/or receiving a parking permit, he/she may be subjected to initial and random urine drug testing, and if he/she refuses, he/she will not be allowed to practice, participate, or receive a parking permit. I understand that there are consequences for a positive test, as described in the Drug Testing Policy. I have read the consent on the reverse of this form and agree to its terms.
- I understand that this is binding for one calendar year from the date of signature.

Parent/Guardian/Custodian signature

Date

Parent/Guardian/Custodian name (print)

Home phone

Work phone

CONSENT TO PERFORM URINALYSIS FOR DRUG TESTING

As a parent/guardian of a student enrolled in the Lakewood Local Schools, I/we hereby consent to allow the student named on the front of this form to undergo urinalysis testing for the presence of illegal/illicit drugs or banned substances in accordance with the Policy and Procedure for Random Urine Drug Testing of Lakewood Local School District as approved by the Lakewood Local School District Board of Education.

I/We understand that the collection process will be overseen by a qualified vendor and I/we accept the vendor's method of collection, analysis, and all other procedures controlled by the vendor.

I/We understand that any urine samples will be sent only to a certified medical laboratory for actual testing, and that the samples will be coded to provide confidentiality.

I/We hereby give our consent to the medical vendor selected by the Lakewood Local School District Board, their laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform urinalysis testing for the detection of illegal/illicit drugs or banned substances.

I/We further give permission to the medical vendor selected by the Lakewood Local School District Board, its doctors, employees, or agents, to release all results of these tests to the Medical Review Officer (MRO) working for the medical vendor. I/We understand these results will be forwarded to the Building Principal, shared with necessary administrators, and will also be made available to me/us.

I/We understand that consent pursuant to this **Informed Consent Agreement** will be effective for all athletics, extra- curricular activities, and parking privileges in which this student might participate while this consent is valid, from the date of signature for one calendar year.

I/We hereby release the Lakewood Local School District Board of Education, the qualified vendor selected by the Lakewood Local School District Board, and their employees from any legal responsibility or liability for the release of such information and records.

**LAKWOOD SCHOOL DISTRICT
DRUG TESTING PROGRAM VOLUNTARY ENROLLMENT AGREEMENT**

Student: _____

Grade: _____ Sex: M F

Parent/Guardian Name: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Home Phone: _____ Work Phone: _____

I have read the **Policy and Procedure for the Random Drug Testing of Lakewood School District** and even though my student is not currently involved in athletics, extracurricular activities or drives to school, I wish to enroll the above named student into this program.

I understand that my son/daughter, by participating in this program, will be subjected to random urine drug testing. I have read the consent on the reverse of this form and agree to its terms.

I understand that my son/daughter will remain in this voluntary program for the current school year, until I request in writing that they be removed from the program, or until their graduation from high school, whichever is earlier.

I pledge to promote healthy lifestyles for all students of the Lakewood School District. **Cost of the voluntary program is \$30.**

Student signature

Date

Parent/Guardian/Custodian signature

Date

Attendance Incentive Program

Attendance Points

- Students who miss 0 days of school during a quarter will receive 3 points,
- Students who miss 1 day of school during the quarter will receive 2 points
- Students who miss 2 days of school during a quarter will receive 1 point.
- These points will be added on to the final grade of the quarter
 - For example Timmy has an 87 and misses no days his final grade will be a 90 for the quarter.
- The points will be awarded by class so someone who misses half a day still has the ability to receive full points in some classes.