Lakewood Elementary School
Student Handbook
2026-2027 SCHOOL YEAR

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Hebron, Ohio 43025

740-928-7126 (office)
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Contact-elementary@lakewoodlocal.org



HOME OF THE
Lakewood Little Lancers

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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 2026. If any policies or guidelines referenced herein are revised after June 2026, 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

Reimagining education, instilling community pride, inspiring future success.

VISION STATEMENT

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

CORE VALUES

P – Pride, **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.
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PRINCIPAL'S MESSAGE 2026-27 School Year

Dear Students and Parents,

The information in this booklet has been compiled to help our learners and their families better understand our school and become an integral part of it. This guide will also assist learners and their families in understanding school policies, procedures, programs and expectations. Please take time to review each section and keep it "on hand" as a quick reference guide to use during the school year.

We are excited for the year ahead and the opportunity to help all our learners experience academic and personal growth! If you have any questions, or if I can be of any assistance, don't hesitate to contact me.

Here's to a great year!

Working Together,

Nikki Henry, Principal

Phone: 740-928-7126
nhenry@lakewoodlocal.org

CONTACT INFORMATION

Office Hours: M-F 8:00am-4:00pm

Principal:	Nicole Henry	nhenry@lakewoodlocal.org
Dean of Students:	Amy McCartney	amymccartney@lakewoodlocal.k12.oh.us
Student and Family Support Specialist	Kristina Parsley	kparsley@lakewoodlocal.k12.oh.us
Building Secretaries:	Melissa Harkness	mharkness@lakewoodlocal.org
	Bethany White	bmwhite@lakewoodlocal.org

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DAILY SCHEDULE

8:30	Student arrival
8:50	Class begins. Students arriving after 8:50 are tardy, A.M. announcements begin.
10:55-12:45	Lunch blocks by grade level
3:20	Dismissal of Car Pickups to Jackson
3:25	Bus dismissal begins
3:25	WOW students dismissed

TWO (2) HOUR DELAYED START SCHEDULE

10:30-10:50 A.M. Students arrive and report to **class**. The schedule for the remainder of the day is the same as above. **BREAKFAST IS NOT SERVED ON DELAY DAYS**. Students will not have recess on two-hour delay days.

SCHOOL CANCELLATIONS/ EMERGENCY NOTIFICATIONS

In the event that school is canceled, or emergency situations arise, the district will notify parents using a district One Call, local television stations, and social media. Please be sure to update contact information during your annual registration in Final Forms or as the changes occur. **https://lakewoodlocal-oh.finalforms.com/parents/login**
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A. ACADEMICS

GRADE REPORTS

Each student will receive progress reports and grade cards throughout the year. Students will receive a grade card approximately one week after the end of each nine-week period for the first, second and third grading period. Fourth nine-week report card will be sent home on the last day of school. Half-way through each grading period students will receive progress reports.

First Nine Weeks Concludes on	October 15, 2026
Second Nine Weeks Concludes on	January 14, 2027
Third Nine Weeks Concludes on	March 18, 2027
Fourth Nine Weeks Concludes on	May 27, 2027

PARENT-TEACHER CONFERENCES

There are three conference dates when teachers are available to meet with parents regarding student performance. If, however, you wish to conference with your child's teacher at any other time during the school year, we will be happy to accommodate you.

Scheduled Parent / Teacher Conference Dates

October 22, 2026	4:00pm- 7:15 P.M.
October 27, 2026	4:00pm- 7:15 P.M.
February 10, 2027	4:00pm- 7:15 P.M.

***Note**: Feel free to call your child's teaching team anytime to schedule a special conference.*

With any type of reporting tool, the primary goal is communication. The Report Card's purpose is to communicate to parents the growth and achievement status of their child. The report card separates academic achievement from work ethic and behaviors to help parents better understand their child's strengths and areas for growth. The report card is broken down into essential skills and content for the grade level.

Student achievement will be determined by examining a collection of student evidence to verify what a child knows and is able to do at a given point in time. Evidence may be informal, such as teacher observation, classroom discussion, or formal, such as written assessments, projects, portfolios, and student demonstrations. With standards based grading, student achievement is not based on averages. The final achievement mark on the report card represents the learning level at the end of an instructional unit. Students are not penalized for mistakes made at the beginning of the learning process.

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.

B. ATTENDANCE

The faculty and administration of Lakewood Elementary School believe that school attendance is one of the best indicators of student success in school. Regardless of the reason for absence, any missed class is missed learning. Approximately six (6) 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.

The statutes governing school attendance are very specific and leave specific guidelines to school authorities for the regulation of student attendance. Acceptable excuses for absence (according to the Ohio Revised Code) are as follows:

1. Personal illness
2. Appointment with a health care provider
3. Illness in the family necessitating the presence of the child
4. Quarantine of the home
5. Death of a relative
6. Work at home due to the absence or incapacity of a parent or guardian
7. Observance of a religious holiday
8. 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
9. Such good cause as may be acceptable to the Superintendent
10. Service as a precinct officer at a primary, special, or general election in accordance with the program set forth in Policy 5725
11. College Visitation
12. Medically necessary leave (ordered by a doctor)
13. 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
14. Absences due to a student being homeless

In addition to these, Lakewood Elementary School will excuse student absence from school for:

1. Approved field trips and school sponsored/related activities.
2. Pre-planned absences, which require advance notification and administrative approval (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. Please note that the hours of vacation time are included in the excessive absence total and can result in parents being required to provide medical documentation if their student reaches the 65 hour mark during the school year.

Unexcused absences include, but are not limited to:

Oversleeping	Car trouble
Missing the bus	Family errands
Shopping	Entertainment
Suspension	Vacation (unless approval has been given for a prearranged absence)

ABSENT FROM SCHOOL

When a student is absent, **a parent must call (740) 928-7126** to notify the school of the absence as early as possible on the day of the absence. The school also requests a note the day a student returns from an absence. If no call or note is received, the absence will be considered unexcused.

Contacting the Parent/Guardian of an Absent Student

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence with 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law(see AG5200).

MEDICAL EXCUSES

Upon returning to school, students must provide school officials with a medical verification of the child's medical appointment. Most doctors' offices have these forms available. Students and teachers will work together to make-up any missed school work.

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.

PERFECT ATTENDANCE
Perfect attendance is defined as being present in school all day, every day. Students who arrive after 8:50am or leave for any period of time (doctor/dentist/illness) before dismissal **will not** qualify for perfect attendance. The school understands that your child may have an occasional appointment scheduled during school hours. Such absences are considered excused for our records, but **not** considered perfect attendance.

TARDY TO SCHOOL
Students must check in at the office anytime they enter the school after 8:50am. Any time that is missed from school due to being tardy will count towards attendance and the accumulation of minutes in either excused or unexcused categories.

END OF DAY DISMISSAL PROCEDURES
In order to take advantage of every minute of instruction for our students, parents are asked to refrain from signing out students early except in the case of an emergency or medical appointment. Parents are asked to schedule appointments, whenever possible, at times that do not negatively impact their child's attendance.

EXCESSIVE ABSENCE
When a student of compulsory school age is absent from school with combined non-medical excused absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month or sixty-five (65) or more hours in a school year, that student is considered excessively absent from school.

The 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.

A medically excused absence occurs any time a student is out of school due to illness or medical visit (physician, dentist, mental health, etc.). A medical excuse for personal illness will be accepted in the form of a doctor's note. A student may have up to ten (10) medically excused absences without a doctor's note but with a phone call from a parent/guardian. This policy will be extended beyond ten (10) days if the student or someone in the student's family is in quarantine due to a recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic.

HABITUAL TRUANCY
A student will be considered habitually truant if the student is of compulsory school age and absent without legitimate excuse (UNEXCUSED)for thirty (30) or more consecutive hours, for forty-two (42 or more hours in one (1) school month, or for seventy-two hours or more in one (1) school year.

Note: A student is designated habitually truant only through the measurement of unexcused absences. Schools must initiate intervention procedures for habitually truant students. If the interventions fail, the school must file a complaint against the habitually truant student in juvenile court. Excessive absenteeism is marked by an accumulation of both excused and unexcused absences. Intervention strategies may be implemented for students designated excessively

absent, but a notice to parents is required. No further action toward the excessively absent student is required unless the student becomes habitually truant. The parent notice is purely a warning that the child has missed an excessive amount of school hours, both with and without legitimate excuse.

EARLY DISMISSAL POLICY
No student is permitted to leave school without the permission from a custodial parent and the school office. Students should turn in their early dismissal notes to their homeroom teacher in the morning. Parents, or those authorized by the parent, must sign the student out in the office before leaving school. If a student returns to school the same day after an appointment, they must report to the office upon reentering. If the student has a documented excuse it should be turned in at this time. Any time that is missed from school for an early dismissal will be included in the accumulation of minutes in either excused or unexcused categories.

VACATIONS
The scheduling of vacations while school is in session is discouraged, however, administration is aware that in some cases extenuating circumstances arise, and consequently might approve one (1) vacation request up to 5 days on a case-by-case basis if the vacation request is made in writing and submitted to the consideration of the school administration 10 days prior to the expected student absences. The district will only approve a student's absence for a vacation when s/he will be in the company of his/her own parent/legal guardian. **Please note that the hours of vacation time are included in the excessive absence total and can result in parents being required to provide medical documentation if their student reaches the 65 hour mark during the school year.** Vacationing students may be given approximate assignments, materials and pages to be completed.

ATTENDANCE APPEALS COMMITTEE
An attendance committee will be formed and will consist of teachers and administrators for litigating purposes. In the event of an exceptional circumstance, families may "appeal" his or her attendance situation to this committee.
Note: The administration has final discretion on attendance.

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).

C. DISCIPLINE/ PBIS

The **Lakewood Local School District** has implemented an integrated PBIS (Positive Behavioral Interventions & Supports) framework known as **LANCER PRIDE** in each of our school buildings. This system helps to focus student and staff attention on the following favorable attributes: **P**reparation, **R**espect, **I**ntegrity, **D**etermination, **E**ngaged in age-appropriate ways.

LAKEWOOD ELEMENTARY SCHOOL RULES
At Lakewood Elementary, we show our Lancer Pride by:

1. Being KIND,
2. Being SAFE,
3. Being HELPFUL,
4. And BEING OUR BEST.

The student Code of Conduct meets the standards of the Due Process Law (PL93-380), Lakewood School District Suspension and Expulsion Policy number 5610 and H.B. 421 Ohio Revised Code. Also, good conduct conforms to the philosophy that good order and discipline within the school setting provide the most favorable atmosphere for learning. It is further believed that public education is a privilege and students should always strive for good behavior and good school citizenship.

Each classroom teacher is responsible for the discipline of students in his/her care; however, assistance from the school administration may be sought when necessary. With the cooperation and support of parents, school administrators, teachers and other staff members in helping students work toward improved self-discipline, the learning climate in the Lakewood School District can be greatly enhanced.

One of the most important lessons education should teach is discipline. While it does not appear as a curricular subject, it underlies the educational structure as a whole. It is the training that develops self-control, character,

orderliness and efficiency. It is the key to good conduct and proper consideration for others. We believe that appropriate behavior must and will be rewarded and inappropriate behavior will be identified and corrected.

Students who violate school rules or procedures will be disciplined according to the severity of the act. A parent will be notified whenever a teacher or administrator feels it is appropriate.

This Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, 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, parental contact or conference, loss of privileges, lunch/after school detention, in-school suspension, confiscation, emergency removal, out of school suspension, referral to law enforcement agencies, or expulsion.

DISCIPLINE VIOLATIONS

The following listings are punishable discipline violations and penalties in the Lakewood Local School District. Punishable offenses are **NOT** limited to these examples:

MINORS		
Behavior	**Definition**	**Examples**
Being off Task/ Out of Seat/Disruption	Low intensity interruption of class and or school activities.	• Talking over others. • Making loud noises. • Wandering around and distracting others. • Blatantly or passively does not follow teacher instruction for task-oriented activity. • Behavior causing an interruption that disrupts or interferes with the educational process.
Breaking General PBIS Matrix Expectations	Student knows and has practiced daily procedure and deliberately does not follow or chooses to ignore daily procedures.	• Not being Kind, Safe and Helpful according to our PBIS Matrix.
Defiance/Insubordination/Non-Compliance/ Refusal to participate	Brief or low-intensity failure to follow directions or talking back	• Work refusal • Not transitioning • Not following rules • Yelling/Screaming/crying
Discourteous /Disrespectful Behavior	Low-intensity, rude or dismissive messages to adults or students	• Eye rolling • Name calling • Put Downs
Dress Code Violation	Clothing that is near, but not within, the school district dress code guidelines. No bright makeup or lipstick	• Consult the school/district dress code guidelines for examples.

Incomplete or no homework /Not Prepared for Class	Not being prepared for class can be different depending on the teacher and class. Each teacher needs to clearly explain to students what "not being prepared for class" means during the beginning of the school year.	• Not having materials needed including the take-home folders, pencils, books, etc.
Leaving room without permission	Leaving room the first time.	• Running out of classroom.
Material/ Property Misuse/Vandalism	Low-intensity incorrect use of materials or property	• Firing staples from the stapler • Coloring on desk • Tearing up papers • Stealing from teachers/students (ie. marker, sticker, pencil, toy, etc). • Inappropriate things placed in sinks/toilets/drinking fountains.
Minor Safety Concerns	Low-intensity safety concerns	• Unintentional harmful actions.
Other Acts of Misconduct	Any staff-managed behavior not otherwise listed.	• This infraction includes anything that a teacher feels does not fit under one of the previous infractions. This could include using classroom materials or equipment in inappropriate ways
Physical Contact/ Physical Aggression	Non-serious physical contact that violates school guidelines.	• Horseplay • Mutual play fighting • Not Keeping Hands and Feet to oneself.
Profanity that accidently slips out	Low intensity harmful language	• Saying "butt crack" at circle time • Swearing but not directly at someone
Technology Violation	Non-serious use of an electronic device that violates school guidelines.	• Playing unapproved games/websites on a school issued device. • Misusing electronic devices such as smartboards, cameras, Smart Response Systems. • Cell phones in desks/book bags.
Unauthorized items	Non-serious items brought to school	• Not dangerous • Toys

Majors		
Behavior	**Definition**	**Examples**
Abusive language/ Inappropriate language at someone	Harmful verbal messages	• Name calling. • Swearing at someone.
Defiance/Insubordination	Absolute refusal to follow directions	• Continued refusal to follow instructions after repeated attempts. • Continued refusal after offers of support.

Fighting / physical aggression	Mutual participation in physical violence Physical contact where injury may occur	• Punching each other. • A group of students kicking each other. • Hitting with an object • Pulling Hair • Scratching • Student's biting/hitting/kicking staff.
Harassment / Discrimination	Disrespectful messages in any format based on a protected class such as gender, ethnicity, sexual, race, religion, disability, physical or characteristics. *These subtypes are based on documentation from the U.S. Office of Civil Rights.*	• Making fun of someone's accent. • Racial slurs. • In appropriate jokes.
Leaving school building / school property	In an area outside of the school or activity boundaries defined by school	• Leaving school grounds during school hours. • Wandering away during a field trip.
Other Behavior	An administrator-managed behavior not otherwise listed.	
Possession of Dangerous objects	Student has possession of a weapon.	• Knife • Firearm
Property Damage/ Vandalism	Destruction of or disfigurement of property	• Throwing chromebook • Breaking windows • Tearing up bulletin board, etc.
Serious threats	-Arson- Plans to and or participates in burning property -Bomb threat- a message of impending explosive materials on school property.	• Playing with matches • Setting to fire to property on purpose • Social Media posts • Prank phone calls • Swatting • Graffiti message in bathroom stall
Threatening Behaviors	Causing fear of injury or harm to people or property.	• Social Media posts about hurting another student. • Messages in the bathroom about fighting another student. • Saying they will bring a weapon to school to hurt someone.
Significant Disruption/Disrespect	An interruption in class or school activity	• Insults directed at others. • Sustained out-of-seat behavior. • Noise with materials. • Sustained Screaming/yelling

Significant Theft	In possession of, has passed on, or is responsible for removing property that is not their own without permission.	• Taking another student's possessions (lunch money). • Taking teacher's phone or getting in teacher's purse/backpack.
Suspected Bullying	Repeated, unwanted interactions in which there is a power imbalance.	• On-going teasing • Repeated taunting • Repeated name calling • Rumors • Leaving someone out on purpose
Unauthorized touching	Inappropriate (as defined by school/district), consensual verbal and/or physical gestures or contact of a sexual nature to another person.	• Physical gesture or contact of a sexual nature to another person.

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

ASSAULT/BATTERY/UNAUTHORIZED TOUCHING
A student shall not behave in such a way as could cause physical injury to any other person nor engage in unauthorized touching at the school or school activities. Acts deemed to be vicious and physically unprovoked may be turned over to the Sheriff's Department for possible charges.

BEHAVIOR AT SCHOOL EVENTS
Students are expected to conduct themselves in a mature, sportsmanlike manner while attending school events, including assemblies, dances and extracurricular activities. Failure to do so may result in disciplinary action. Students are not permitted to leave the building or facility during these events. Those who leave will not be permitted re-entry.

BULLYING
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 include suspension, expulsion, or possible referral to law enforcement. Bullying may be reported on the district website at http://www.lakewoodlocal.k12.oh.us/ or by phone at 740-928-6616. (See appendix for bullying reporting process)

Lakewood Local Schools - 8 Point Bullying Plan in place at each building.
1. Building Advisory Council
2. Student Advisory Council
3. Parent Advisory Council
4. Bullying Programming in place
5. Consistent Bullying Protocols
6. Content Filtering for school devices
7. Stay Safe Hotline- See district website
8. Positive Behavior Interventions & Supports (PBIS)

Introduction of Notice of Non-Discrimination
- 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, Toll Free: 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; or
- third parties such as vendors or contractors doing business with the Lakewood Local Schools; or
- 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, guidance 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, guidance 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.

CHEATING
Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others' assignments and quiz or test answers. If a student is discovered cheating, the teacher will confer with him/her privately to determine the reason for the behavior and work with the student to redo that assignment or an alternate assignment as well as teach the student ways to avoid cheating in the future. The teacher will inform the parent of the incident. A second incident may result in disciplinary action and failure of the assignment.

COMPLIANCE WITH DIRECTIONS/INSUBORDINATION
Students shall obey all lawful and/or reasonable instructions of administrators, teachers, substitute teachers, teacher aides, bus drivers, and all other school personnel who are authorized to give such instructions during any specified period of time when the students are subject to the authority of such personnel. The Ohio Revised Code 2151.022 defines an unruly child as any child who does not submit to the reasonable control of the child's parents, teachers, guardian, or custodian, by reason of being…habitually disobedient. Failure to comply with directives from staff members is illegal and will be viewed as a major violation of the Code of Conduct, and may result in suspension, expulsion and possible referral to law enforcement agencies.

DAMAGE TO PRIVATE PROPERTY

A student shall not knowingly or with reckless disregard cause or attempt to cause damage to private property while such student is on school premises, under school authority (including buses) or while at any school-sponsored activity, function, or event. This includes deleting or altering a student's saved work on a school or personal device.

DAMAGE TO SCHOOL PROPERTY

A student shall not knowingly or with reckless disregard cause or attempt to cause damage to school property including but not limited to buildings, ground, equipment or materials. In accordance with state law, parents may be liable for payment for the cost of repair or replacement of any such property damage caused by the acts of their children.

DANGEROUS WEAPONS AND 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 the Lakewood Local School District. 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 (busses 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.

DISRUPTION OF SCHOOL

A student shall not by use of force, violence, coercion, threat, or other means, cause a disruption or obstruction of the regular operation of the school or school activities.

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.

FIGHTING

Students involved in fighting, hitting, slapping, punching, inciting/instigating a fight, making menacing threats, or engage in unauthorized touching in school or at school sponsored events or activities may be assigned in-school suspension or suspended from school based on the severity of the act. Acts deemed to be vicious and physically unprovoked may be turned over to the Sheriff's Department for possible charges. Throwing a punch may result in a 3-day suspension.

FORGERY

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

HAZING

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. This will be considered a major violation.

INAPPROPRIATE LANGUAGE/GESTURES/WRITING

The use of improper, socially unacceptable, profane or lewd language, gestures and inappropriate inferences in school or at school activities is strongly prohibited. The same behavior expressed in written form is also prohibited and carries the same penalties as if it were spoken.

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.

INTERNET USE/VIOLATION OF AUP
Students in the Lakewood Local Schools 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. Misuse or abuse of this policy is considered a major infraction, which may result in the loss of Internet access, as well as disciplinary and/or legal action.

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 regulation 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. Students shall not show any evidence of consumption of any of the previously listed substances. 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 consume 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 (or look-alike drugs) of abuse include, but are not limited to narcotic drugs, hallucinogenic drugs, generic drugs, amphetamines, steroids, barbiturates, marijuana, glue, cocaine, 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, water pipe, rolling papers, lighter, roach clip, vape pens, juuls, or vape/ juul juice).

Penalties for Making, Selling, & Possession of Drugs
Students who possess, receive, use, conceal or consume any alcoholic beverage or intoxicant or any of the drugs of abuse, (including huffing) may be suspended from school for ten (10) school days and be referred to the Sheriff's Department and Juvenile Court. On the second incident the student will be recommended to the superintendent for expulsion from school (80 school days). <u>The same penalties apply to drug-of-abuse instruments or paraphernalia.</u>

*Students who **<u>transmit</u>** or **<u>sell</u>** 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 a 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, & 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 Elementary 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 Ohio Revised Code 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, complete with physician's signature. 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.

PLAGIARISM
Plagiarism is defined as "using someone else's ideas or phrasing and representing those ideas or phrasing as your own, either on purpose or through carelessness." Plagiarism is a serious offense and can result in harsh academic and disciplinary consequences.

PUBLIC DISPLAY OF AFFECTION
Lakewood Elementary School is not the appropriate place to display public affection (holding hands, hugging, kissing, close contact, etc.) This also includes after school events. Parents may be contacted and continued problems may result in further disciplinary action.

SELLING/BUYING/TRADING ITEMS IN SCHOOL
Students are not to sell, buy or trade **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 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 5400 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.

STEALING AND 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 disciplinary action. Students participating in this behavior may be referred to the Sheriff's Department and Juvenile Court.

TAUNTING/HARASSMENT/INTIMIDATION/DATING VIOLENCE
Harassment, intimidation 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. Bullying may be reported on the district website at http://www.lakewoodlocal.k12.oh.us/ or by phone at 740-928-6616.

THREATS/MENACING
Threats of any kind cannot and will not be tolerated. This includes attempts at humor, verbal, written or actions (gestures) which can be construed as hurtful or vindictive. Making threats to someone may result in disciplinary action.

TOBACCO
A student shall not show evidence of use, attempt to use, or have in possession, tobacco of any type or paraphernalia (i.e. matches, lighters, rolled paper etc.) at school, school activities, or on the school bus. E-cigarettes and vape pens/juuls will be considered as tobacco products/paraphernalia and will be treated as such under the student handbook code of discipline Students also may be referred to the County Prosecutor's Office under a new statute, Section 2151.87(B) of the Ohio Revised Code.

USE OF PROFANE OR ABUSIVE LANGUAGE
A student shall not use any profane or abusive language or gestures during school hours or at school sponsored activities. Violation will be considered especially serious if it involves racially insensitive or similar verbiage, or is directed toward a staff member.

•ANY OTHER ACTION(S) DEEMED HARMFUL OR DISRUPTIVE TO THE EDUCATIONAL PROCESS WILL BE DEALT WITH ON AN INDIVIDUAL BASIS.

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 whenever a teacher or administrator feels it is appropriate.

As the administration recognizes that not all forms of disruption can be covered in this handbook, the administration retains the right to add or detract penalties that may have or have not been covered in this code. Our objective is to provide a safe learning environment.
The building principal is charged with the proper enforcement of discipline in the total school setting. S/he has the discretionary authority to apply or authorize other certificated personnel to use the following disciplinary measures to correct pupil behavior:

1. Assign detentions
2. Arrange student conference
3. Arrange in-school-suspension
4. Suspend
5. Remove students from school premises
6. Recommend to the superintendent for expulsion
7. Cite to Juvenile Court
8. Call juvenile authorities and/or notify police
9. Prohibit student attendance at extracurricular activities and events
10. Prescribe other acceptable disciplinary measures

LUNCH/RECESS DETENTION
On occasion, a teacher or principal may issue a lunch/recess detention. Lunch detention will be served during the student's lunch/recess. When a student is assigned recess detention, s/he may be denied the opportunity to participate in recess as a result of his or her behavior. Students may be asked to walk the perimeter of the playground for part of or all of their recess during a recess detention. This enables the student to still get outside to get exercise, but not have free choice play.

RESTITUTION/APOLOGY
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 s/he has committed. They must physically make up for the wrong, as in restitution by paying for vandalism, or apologize to the one whom a wrong has been perpetrated.

SOCIAL PROBATION/LOSS OF PRIVILEGES
Any student can be denied the privilege to attend any or all of the school's social events, (such as assemblies, extracurricular activities, dances, field trips, etc.) as a means of discipline.

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

IN SCHOOL DETENTION (ISD)
ISD is a highly structured environment. While in ISD, the student will be supervised by a staff member while working on class assignments. Classes missed due to days assigned to ISD are not counted as absences.

OUT OF SCHOOL SUSPENSION (OSS)
An out of school suspension may be up to ten (10) school days in duration. Suspensions may carry into the next school year. When a student is suspended out of school those days will be counted as unexcused absences. Missed work may not be made up. During a suspension, students should be under the direct supervision of a parent/guardian during school hours. The student is not permitted to attend any Lakewood Local School District function or be on school property during the suspension. Should school be closed for any reason during a suspension, those days will not count as days of suspension.

EXPULSION
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/school year.
Exception: weapons are a one-year expulsion.

SUSPENSION AND EXPULSION – Due Process
The following policies and procedures for the suspension and expulsion of students is hereby adopted in accordance with HB 421 of the Ohio Revised Code:

- Suspension – before a student is suspended for ten (10) school days or less, the following procedures must occur:
    - 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 superintendent, principal or designee must give the pupil actual written notice of the intention to suspend.
    - The superintendent or superintendent designee will be the hearing officer if an appeal is made from the parent.
    - If the administrator determines, as a result of the hearing, that the pupil should be suspended, then within twenty-four hours of the suspension, the parent, guardian or custodian of the student must be notified in writing. The notice must include reasons for the suspension and the right of the pupil, parent,

guardian or custodian to appeal the action to the Board of Education or its designee, the right to be represented in the appeal, and the right to request that the hearing be held in executive session.
    - The required notice, hearing and right to appeal need to be given only when suspension is contemplated. In the case of "normal disciplinary procedures" in which a pupil is removed from a curricular or extracurricular activity for a period of less than twenty-four hours and is not subject to suspension or expulsion, the due process requirements do not apply. Presumably, the administrator can conduct an investigation of a particular incident and give written notice and a hearing when he or she has concluded that a suspension or expulsion may be warranted. Care should be exercised in utilizing the "normal disciplinary procedures" provision.
    - No particular procedure need be followed in conducting a hearing. The student must be given an opportunity to read the written specification of charges and then to respond. If the pupil denies the charges and other students were involved in or observed the incident or series of events that can either corroborate or refute the student's explanation of his conduct, then fairness would suggest these persons be questioned. The same would apply to members of the staff who may have observed the student's actions. There is no requirement, however, that the student be permitted to confront such persons directly. Local administration regulation or the circumstances of the case may indicate that all persons associated with a potential suspension be interviewed as a group.
    - The administrative officer suspending a pupil should be sure that the written reasons are the real reasons for the intended suspension. The informal hearing should relate to the written reasons given to the student.

- Emergency Removal – The notice and hearing requirements can be temporarily waived in an emergency. If the student's presence "poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process either within a classroom or elsewhere on the school premises" then:
    - The superintendent, principal or administrative officer may remove the student from curricular or extracurricular activities or from the school premises.
    - A teacher may remove the pupil from curricular or extracurricular activities under his supervision but not from the school premises altogether.
    - If a teacher makes an emergency removal, the reasons for the removal must be submitted to the principal as soon as possible.
    - 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 to reinstate.
    - As soon as possible after the removal, the student shall be given written notice of an informal hearing to be held before the principal, superintendent, or administrative representative not more than 24 hours following the time of the removal.
    - 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.

Temporary disciplinary removal of students from curricular or extracurricular activities which are for periods of less than 24 hours are not subject to the notice and hearing requirements of suspension and expulsion.

- Expulsion – Only the superintendent may expel a student. When the superintendent wishes to expel a pupil, the following procedures must be utilized:
    - The superintendent must give written notice to the pupil and his parent, guardian or custodian. The notice must include the written reasons for the intended expulsion and that the pupil and his parent, guardian, custodian or representative has the opportunity to appear before the superintendent or his designee to challenge the expulsion or explain the pupil's action. The notice must state the time and place to appear which must be not less than three nor later than five days after the notice is given unless the superintendent grants an extension of time.
    - The pupil or his parent, guardian, custodian or representative may request an extension of time and the superintendent may grant the request. If an extension is granted, the superintendent is required to notify the pupil and his parent, guardian, custodian or representative of the new time and place.
    - A hearing is held before the superintendent or his designee at the appointed time and place. The pupil, his parent, guardian, custodian or representative is given the opportunity to defend against the charges.

- Written notification of the decision and right to appeal to the Board of Education or its designee is required, as it is for a suspension. The notice must include the reasons for the expulsion, the right to be represented in the appeal and to request the hearing be held in executive session

- Appeals – A student, his parent, guardian or custodian may appeal a suspension or expulsion to the Board of Education or its designee. The Board may either review the case itself or appoint a hearing officer to act in its place. As previously noted, the student has the right to "representation" at the hearing. At the request of the pupil, his parent, guardian, custodian or attorney, the Board or its designee may hold the hearing in executive session. Formal action on the appeal may only be taken in a public meeting. By a majority vote of the Board or by action of the Board's designee, the order of suspension or expulsion may be affirmed, the pupil may be reinstated, the action reversed, vacated or modified.

The Board or its designee must make a verbatim record of appeals hearings. The record need not be reduced to writing. As a practical matter, the record will not be reduced to writing until a Notice of Appeal has been filed with the Common Pleas Court.

A request for an appeals hearing before the Board or its designee must be made within twenty-four hours after the official notification of suspension or expulsion to the pupil, parent, guardian or custodian has been received.

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
- Excessive absenteeism
- 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 of 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.

SPECIAL SITUATIONS

Disciplinary procedures for students with special needs will follow procedures defined in Rule 3301.51-01 of the Ohio Rules for the Education of Handicapped Children. Copies of the specific procedure may be obtained at any school office or from the special education coordinator.

D. MEDICAL

CLINIC/SCHOOL NURSE INFORMATION

A student health clinic is located in our school building. The district nurse covers multiple buildings in the district. When the school nurse is not in the building, the Clinic Aide or building office staff will assist with student care. The clinic offers basic first aid, emergency care, and medication administration.

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. **https://lakewoodlocal-oh.finalforms.com/parents/login.**

IMMUNIZATIONS
The nurse must check for proper immunizations as prescribed by State Law. The required immunizations are

1. DPT
2. Polio
3. Measles, Mumps, and Rubella (MMR)
4. Hepatitis B,
5. Varicella (Chickenpox).

If a student's shot records do not indicate that these immunizations have been given, parents will be asked to provide proof to demonstrate compliance with the law or the student may be removed from attending until proof of required immunizations has been obtained.

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 it adequately and appropriately as necessary.

If a child in the District is found to have lice, the child's parent will be contacted to pick him/her up immediately and to have the child treated. 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 a criteria for return to school.

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 promptly and correctly. **https://lakewoodlocal-oh.finalforms.com/parents/login**

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 students not 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.

STUDENT 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.

USE OF MEDICATION
Before any prescribed medication is administered during school hours, the Authorization to administer or Assist with Medication or Treatment form (5330F1) must be completed by both the parent and licensed health professional. Before any over the counter medication may be administered during school hours, from 5330F1 must be completed by the parent and, if necessary, a licensed health professional.

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.

E. GENERAL INFORMATION

ANIMALS
Animals and wildlife should not be brought to school unless requested by the classroom teacher. Under no circumstances are animals and wildlife to be transported on school busses.

ARTIFICIAL INTELLEGANCE (AI)
Artificial Intelligence (AI)
The Board of Education acknowledges the positive impact and transformative potential of Artificial Intelligence (AI) in education and operations, emphasizing a balanced, people-centered approach. The Board supports the responsible and innovative use of AI in classrooms with the understanding that AI should enhance human interaction and instruction, not replace it, and that all AI-driven decisions require human review.

Artificial Intelligence (AI) and Academic Integrity
AI generated work must not replace student work. Students are expected to complete assignments and assessments in a manner that reflects their own understanding and effort, critically analyze AI-generated content and not misrepresent it as original work, and use proper citations and references for AI-generated work according to existing policies and expectations relevant to assignments.

Acceptable Use of Artificial Intelligence (AI)
All users are expected to employ AI tools solely for educational purposes, upholding the values of respect and academic integrity, and in alignment with other related rules and policies. Using AI tools for bullying, harassment, or any form of intimidation is strictly prohibited and will be addressed in alignment with existing behavior and discipline policies.

Non-academic Use of Artificial Intelligence (AI)
Students are prohibited from using AI to generate false or knowingly misleading representations of other students, staff, volunteers, or Board members that are reasonably interpreted as derogatory, threatening, or otherwise objectionable to a reasonable person, including by way of AI generated or manipulated visual or verbal depictions of any such individual, or the depictions through any means, for example via social media, regardless of whether the distributor created the depictions themselves. This provision expressly prohibits the creation and/or distribution of Non-Consensual Intimate Imagery (NCII). For more information, see BOE Policy 7540.09

ASSEMBLIES
Student behavior during school assemblies should be refined and courteous at all times. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes, but is not limited to, inappropriate whistling/clapping/noise-making, boisterousness, and unnecessary talking during a program. Students who display impolite or inappropriate behavior may be removed for disciplinary referral and/or denied the privilege of attending future assemblies.

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 administration reserves the right to permit a child to ride home on a different bus.

BUS RULES
Students riding the school bus are under the authority of the bus driver. In order to have a safe ride to and from school, it is important that each student cooperates with the bus driver and practices safe bus riding habits at all times. 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 who are 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.
4. Parents or responsible caregivers of preschool thru 3rd grade students shall be at the bus stop with their children making sure they wait in a safe and orderly manner.

Student Conduct on the Bus

- Students are to cooperate with, show respect for, and follow the instructions of the bus driver.
- Remain in your assigned seat at all times except when loading or unloading the school bus.
- Normal conversation will be permitted except total silence at railroad crossings.
- No fighting, hitting, horseplay or teasing will be permitted.
- Yelling, questionable language such as profanity, name calling etc. will not be tolerated.
- Students are to keep hands, head and other objects inside the bus. Students shall not throw items inside the bus or out of the bus windows.
- Students are to keep the bus clean and not damage the bus. Any damage to the bus may result in student or parent being billed for repairs.
- No drinking, eating (including suckers/candy or chewing gum) will be permitted on the bus.
- No pets, explosives, glass, dangerous objects, guns, knives or likenesses of, will be permitted on the bus.
- 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.
- No selling or soliciting on the bus.
- 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.
- Students must not tamper with or open a school bus emergency exit unless directed to do so by the bus driver.

Departing the Bus

- Remain seated until the bus comes to a complete stop.
- Walk carefully, quickly & quietly using the handrails while exiting the bus.
- Depart at your scheduled stop or at a stop approved in writing by your parents and the principal.
- At the bus stop, if crossing a road, 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.
- Never go back to pick up anything you dropped or forgot.
- Never cross the road in the rear of a stopped school bus.
- Go directly to your point of safety; after the bus pulls away go straight home.

Parent Reminders

- 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. Transportation in this case is the parent's responsibility.
- Parents are not allowed on the school bus. Wait off the bus to speak to the driver.
- On days we are not in session and the Vocational/P arochial schools are, bus transportation will be provided from pick up points only, not from individual homes. A schedule will be provided.
- If you are going to be late meeting your student at the bus stop, please call the Transportation Office at 740-928-8886 and let them know. 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 PreK-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/Parent Notification
- 2nd offense - Parent notification and /or lunch and/or recess detention.

- 3rd offense - Suspension of bus riding privileges for 1-3 school days
- 4th offense - Suspension of bus riding privileges for 3-5 school days
- 5th offense - Suspension 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 suspension 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, matches, lighters, etc.
- Tampering with emergency equipment, doors or windows

Level 2 – Consequences:

- 1st offense – Suspension of bus riding privileges for 1 -3 school days.
- 2nd offense – Suspension of bus riding privileges for 3 -5 school days.
- 3rd offense – Suspension 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 & suspension or expulsion from 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

- Recommendation of expulsion from school, notification of appropriate law enforcement agency and conference is mandatory with student, parent, and principal. Any student who brings a firearm, as defined under Federal law, on the school bus shall be recommended for expulsion from school for at least one (1) year unless the Superintendent reduces the punishment for reasons justified by the particular circumstances.

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 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.

CELL PHONES / ELECTRONIC DEVICES / AUDIO OR VIDEO RECORDING DEVICES
Cell phones, electronic devices and audio or video recording devices are permitted on school grounds, but must **NOT** be turned on or visible and be stored in the student's book bag during the school day between the hours of 7:20 and 2:30 unless for an educational purpose that has been pre-approved by a staff member. Upon entering the building, all cell phones and/or electronic devices are to be turned off and placed in the student's book bag. Upon exiting LMS after the dismissal bell, students may take out and turn on their cell phone and/or electronic device. While these devices are permitted on school grounds, the administration assumes no responsibility if a cellular phone or any other electronic device is lost, stolen, or damaged. Students are advised to either secure their belongings in lockers with working locks, or alternatively, to leave cellular phones and all electronic devices at home. They should not be used to make calls, take photos/video, or send/receive text messages during school hours. Phones or devices that are visible or audible during the school day are considered to be "in use." Use of or failure to relinquish phones or electronic devices to staff upon request may result in a suspension for failure to comply. Confiscated items may be released only to parents if deemed a repeat violation. Additionally, the administration reserves the right to examine any student's cell phone/picture phone for violations of the Code of Conduct, 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. Due to the disruptive nature of actual cell phone calls or text messages, all communication with parents/guardians is to be made in the office with permission from office personnel.

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, suspension, expulsion), confiscation of the device (in which case, the device will 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 school teacher or administrator observes a violation of this guideline, he/she is required to confiscate the device and bring it to the building principal's office and provide the name of the student from whom the device was taken. 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)

CHANGE OF ADDRESS/TELEPHONE/EMERGENCY MEDICAL INFORMATION
It is vital for the school office to maintain current contact information for each student in case an emergency situation arises. **If your contact information changes during the school year, please update in Lakewood's Final Forms Portal using the link below.**

https://lakewoodlocal-oh.finalforms.com/parents/login

DRESS CODE
Students are expected to be well groomed and dressed properly at all times. Any form of dress or appearance which is considered contrary to good personal hygiene, is distractive, disruptive, or otherwise deemed inappropriate by the administration for the school community, is strictly prohibited. If, at any time, a staff member determines that the wearing of some form of clothing is disruptive or inappropriate, the matter will be brought to the attention of the principal. This could include the following:

- Extremely short shorts, skirts or skorts
- Lip piercings

- Pajama pants
- Crop tops (showing bare stomach), low cut tops, tank tops/muscle shirts (guys), spaghetti straps
- Transparent clothing
- No jewelry with spikes (plastic or metal) or sharp edges
- Chains are not to be worn as an accessory to clothing
- Cut-off t-shirts are not permitted – All shirts must have sleeves
- Fishnet jerseys should be worn only with a t-shirt underneath
- Advertising on clothing, such as alcohol, tobacco, or drugs is **NOT** permitted
- Clothing that contains inappropriate messages of any kind
- Clothing that depicts violence or is associated with gang activity (including bandanas)
- Sunglasses
- No slouching slacks below waistlines/no visible undergarments
- Hats, hoods, bandanas and other non-religious head coverings are not permitted to be worn in the building
- No slippers or flip-flops
- Clothing should not have excessive tears or holes·
- Jeans/Pants – There shall be no holes above the knees in any jeans/pants or possess excessive holes.
- Shorts/skirts – There shall be no holes in shorts and shorts should be appropriate in length.
- Any attire that causes a disruption to the educational process
- Any attire deemed inappropriate by administration
- PreK-2 students **are not permitted to wear excessive, bright make-up.**

DRONE INFORMATION

The operation of unmanned aerial vehicles (UAV's), commonly known as drones, is prohibited on the 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 exceptions 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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords 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, the Lakewood Local School District may disclose appropriately designed "directory information" without written consent, unless you have advised the district to the contrary in accordance with district 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 LEA that they do not want their student's information disclosed without their prior written consent. Unless directed otherwise by parents, non-military organizations may be provided student names only.

FEES

A $40.00 fee is required for students in grades K-2. School fees should be paid by the end of the first nine weeks. Any non-paid fees follow a student from grade to grade, building to building. All monetary obligations must be taken care of in order to receive a diploma at graduation. If a student withdraws to another school district during the year, records are not released until fees are paid in full.

The $40.00 fee will cover such items as:

· Workbooks for Reading/Math	$20.00
· Online instructional subscriptions-math/reading	$10.00
· Student take-home folder	$1.00
· Construction paper and copy paper	$9.00
(to reproduce workbooks, assignments, other instructional materials)	

A Waiver of School Fees Form is sent in the registration packet. Please complete and return this form to the building office by the end of September. If you have children who are currently recipients of funds from Aid to Dependent Children (ADC) or Ohio's Disability Assistance Program (ODA), they are eligible for a fee waiver. Parents will receive a letter to notify them if school fees are waived. For your convenience, registration forms are also located on both the district's and Lakewood Elementary homepages. Look for them under the Downloads tab at **www.lakewoodlocal.k12.oh.us.**

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 form to attend. PLEASE NOTE: STUDENTS MUST HAVE EMERGENCY MEDICAL FORMS COMPLETED ONLINE TO PARTICIPATE IN FIELD TRIPS.

HALLWAYS

Students should be in the halls only at the beginning and closing of school and while moving from one class activity to another unless they have special permission or special duties that require them to use the hallway. Students in the halls during class time must have clear permission (hall pass) from a supervising teacher or adult. Students are asked to be silent and courteous at all times and to keep to the right when moving in the halls. Running and/or noisy behavior in the hallways is never permitted.

GUIDANCE

Guidance services are available for every student in the school. The school social worker 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. Parents are encouraged to call the counselor if they have school related concerns that the staff should be aware of.

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 Improvement Act (IDEIA). 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.

LOST AND FOUND

If you find items that "appear to be lost" give them to a teacher or turn them into the office. Unclaimed items will be donated to a local charity twice per year.

LUNCH/BREAKFAST/CAFETERIA

The lunchroom is operated for the benefit of the students and teachers. A Point of Sale (POS) system allows parents to complete and submit free/reduced lunch applications online. Parents may also make online deposits for their children and view meal purchase history. You may still send cash or checks made out to Lakewood Local Schools to purchase items. Directions for using the system will be sent home on the first day of school.

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 $0.60. Free and reduced lunch forms may be obtained in the office.

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/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.

As required by law, the Board of Education has established a Wellness Policy for the Lakewood Local School District which includes:

1. Foods and beverages sold or served at school will meet the nutrition recommendations of the US Dietary Guidelines for Americans.
2. Students in all school buildings may have bottled water in the classrooms at the discretion of the building principal.
3. Students may participate in a maximum of one celebration involving foods of minimal nutritional value per month during school hours. Board policy indicates that the building principal must approve any celebration involving foods of minimal nutritional value. **No homemade treats are permitted to protect students/staff with food allergies.**
4. Foods of minimal nutritional value will not be sold or distributed for a time period beginning thirty (30) minutes before school and ending thirty (30) minutes after school, daily.

   Foods of Minimal Nutritional Value and Our Cafeterias

   Lakewood Local Schools may not provide access to Foods of Minimal Nutritional Value (FMNV) during scheduled student meal periods in our school cafeterias. Due to the Healthy Hunger Free Kid's Act and the National School Lunch Program regulations, Lakewood could jeopardize the State and Federal subsidies they receive by doing so. What does this mean? Basically, parents are asked not to deliver Foods of Minimal Nutritional Value to their child at lunchtime to the school office or directly to the cafeteria. Items such as carbonated beverages or "fast food" would be examples. If you have any questions, contact our cafeteria coordinator at 928-6791. Thank you for your cooperation.

5. Birthday Treats- As required by law, the Board of Education has established a Wellness Policy for the Lakewood Local School District which includes:
   - Students may participate in a maximum of one celebration involving foods of minimal nutritional value per month during school hours. Board policy indicates that the building principal must approve any

celebration involving foods of minimal nutritional value. No homemade treats are permitted to protect students/staff with food allergies.

- School-wide or class-wide celebrations are already in place for many months that school is in session. In order to be fair to all students, parents who choose to send in something to recognize student's birthday may send a non-food item to be shared with the class. Example may be pencils, stickers, erasers etc.

MTSS 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 counselor's 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 (CAR)/DROP OFF PROCEDURES

Please note that school hours are 8:50 A.M. - 3:20 P.M. Drop-off time for students being brought to school by parents in the morning begins at 8:30 A.M. and students should be in the classroom by 8:50. Students are considered tardy at 8:50 and parents will report to the office with the student to sign them in. Any student who arrives after 8:50 will be considered tardy and this will count against perfect attendance and will be included in total absenteeism/ truancy figures. Please plan your mornings accordingly so your child is in the room each day with his/her class ready to complete the morning routine and prepare for the daily activities that begin at 8:50.

Students will be greeted and supervised by staff members upon entering the building. Only parents with appointments or specific business with office staff may enter the building and must go directly to the office.

Car pick up and drop off by parents will take place in front of Jackson Intermediate. The buses are located around the side in front of Lakewood Elementary, and south side of the building. No traffic is allowed in this area between 8:15 – 9:00 and 3:00 – 3:45. Any student signed out before 3:18 will be considered an early dismissal and this will count towards perfect attendance and total absenteeism/ truancy figures. In order to take advantage of every minute of instruction for our students, parents are asked to refrain from signing out students early except in the case of an emergency or medical appointment. Parents are asked to schedule appointments, whenever possible, at times that do not negatively impact their child's attendance. Parents will not be admitted to the building to wait for car pick-up students. Parents are asked to wait in their cars and car pick-up students will be released to cars by staff members.

Student dismissal plans or changes should be submitted to the school secretary in writing or by phone before 2:30 p.m.

In the interest of student safety, all visitors, including parents, must report to the office immediately upon entering the building. Parents who need to then go to a classroom will be issued a pass to inform the staff that the movement is authorized.

PLEASE YIELD TO BUS TRAFFIC EXITING THE MAIN DRIVEWAY. DO NOT BLOCK ANY SCHOOL EXIT, ENTRANCE OR CURB.

PLAYGROUND BEHAVIOR

- Students must walk to the playground in an orderly manner
- Coats and/or jackets brought to the playground are to stay on or with the student for the entire recess.
- Throwing mulch, stones, dirt, or any other such objects is forbidden.
- Games of football, riding on the backs of other children and engaging in wrestling-type activities and/or any other form of rough play is not permitted. Students may pass football.
- Students are to use the slides feet first, on their bottom, and one at a time.
- Jumping from swings is unsafe and is not permitted.
- When the whistle sounds, students are to line up quickly and go immediately to level zero.

PROFESSIONAL QUALIFICATIONS

As a parent of a student at Lakewood Elementary, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you so desire. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

•Whether the Ohio Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
•Whether the Ohio Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
•The teacher's college major; whether the teacher has any advanced degrees, and if so, the subject(s) of the degrees.
•Whether any teachers' aides or similar paraprofessionals provide services to your child, and if they do, their qualifications.

If you would like to receive any of this information, please make your request in writing to the building principal.

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)

PTO

The Lakewood Elementary/Jackson Intermediate School PTO exists for the purpose of assisting students and teachers. All parents are encouraged to participate in the PTO. Meetings occur on the first Wednesday of each month at 5:00pm in the school libraries. The location of the meetings rotates between LES and Jackson each month starting with LES in September. If you would like more information about how to get involved in the PTO, please contact the office.

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
Dr. Heather Hedgepeth
525 E. Main St.
P.O. Box 70
Hebron, OH 43025
740-928-5878
Hhedgepeth@lakewoodlocal.k12.oh.us

You may obtain a copy of the Lakewood Local School District Public Records Policy and/or Records Retention Schedule at the above address and/or view our policy on our website at www.lakewoodlocal.k12.oh.us

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.

SAFETY DRILLS
Lakewood Elementary School conducts monthly fire drills and the required tornado drills during tornado season. We also conduct regular school safety drills based on the Lakewood Local Security Levels.

SCHOOL CLOSINGS/DELAYS
Occasionally, it may become necessary to close school or delay the start of school due to inclement weather or other emergency situations. Families will be notified about closings and delays via the district One-Call system and on local television stations. School closing/delay announcements will be made starting as early as 5:30am. School closings/delays will also be posted on our various social media outlets as soon as that decision is made.

SCHOOL LOCKERS, DESKS & COAT HOOKS
Students are provided lockers, coat hooks and/or desks in which to store materials. It is clearly understood that lockers, coat hooks and/ or desks are the property of the school. Anything that is found in the course of a search that may be evidence of a violation of the law or school policies may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

- Coat hooks are assigned by the school administration
- All lockers, coat hooks, desks and other similar areas are considered school property and the contents of all lockers are subject to random searches with or without regard to reasonable suspicion (in accordance with HB 154)
- Do not leave money or other articles of value in desks/lockers
- Coat hooks are not shared
- No adhesive items are permitted – Magnetic items are permitted
- Students are responsible for keeping lockers/desks clean and orderly all year

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 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.

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. Bringing certain items to school also interferes with the learning environment. The following items are not permitted in school and may be confiscated**:**

- Trading cards
- Laser pointers
- Toys
- Any object that stops the learning, causes disruptions/arguments, or may be stolen

STUDENT USE OF TELEPHONE
Students will not be called from the classroom to take a telephone call. If/when an emergency arises, and it becomes necessary to call a student at school, the school secretary will receive and deliver the message to the student. The office phone is not available for student use without express permission of a teacher/staff member.

VIDEO SURVEILLANCE
Video surveillance and electronic monitoring may be in use throughout the school building, school grounds and on school busses. 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.

VISITS TO THE BUILDING

Parents are welcome to visit the school anytime. All visitors must use the buzzer system at the main entrance, identify themselves to gain access, and then report directly to the office. Students are **not** permitted to bring friends or relatives from other schools to visit during school hours.

Please understand that teachers will not conduct unscheduled conferences with parents. If you wish to meet with a teacher or staff member, please call the school first to arrange a meeting.

LAKEWOOD LOCAL SCHOOL DISTRICT 2026-2027 SCHOOL CALENDAR

August

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

11 teacher / 8 student days

September

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

21 teacher / 21 student days

October

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

22 teacher / 20 student days

November

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

18 teacher / 16 student days

December

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14 teacher / 14 student days

7	Teacher Work/PD Days
2	P/T Exchange Days *
24	School Closed for Holidays/Breaks
4	Potential Calamity Make-up Days (June 1, 2, 3, 4, 2027)

AUGUST		
17	Staff Convocation Day	
18, 19	In-Service Days	
20	First Student Day	
25	First Day for KG	
SEPTEMBER		
7	Labor Day - No School	
16	HS Parent/Teacher Conferences	
23, 29	MS Parent/Teacher Conferences	
30	2 Hour Delayed Start	
OCTOBER		
8, 13	JIS Parent/Teacher Conferences	
15	End of First Quarter	40 days
16	COTA Day	
19	Teacher Records Day	
20	Professional Development	
22, 27	LES Parent/Teacher Conferences	
NOVEMBER		
3	No School (Non contractual day)	
11	Veterans Day	
25, 30	Exchange Days	
26, 27	No School - Thanksgiving Break	
DECEMBER		
2	HS Parent/Teacher Conferences	
21-31	Christmas Break	
JANUARY		
1	No School - Happy New Year	
14	End of Second Quarter & First Semester	47 days
15	Teacher Records Day	
18	No School - Martin Luther King Day	
27	2 Hour Delayed Start	

FEBRUARY		
4	MS Parent/Teacher Conferences	
9	JIS Parent/Teacher Conferences	
10	LES & HS Parent/Teacher Conferences	
15	No School - President's Day	
24	2 Hour Delayed Start	
MARCH		
18	End of Third Quarter	42 days
19	Teacher Records Day	
22-26	Spring Break	
26 / 28	Good Friday / Happy Easter	
APRIL		
28	2 Hour Delayed Start	
MAY		
27	Last Student Day	
	End 4th Quarter & 2nd Semester	44 days
28	Last Day for Staff / Records Day	
31	Memorial Day	

January

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

19 teacher / 18 student days

February

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

19 teacher / 19 student days

March

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

18 teacher / 17 student days

April

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

22 teacher / 22 student days

May

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20 teacher / 19 student days

June

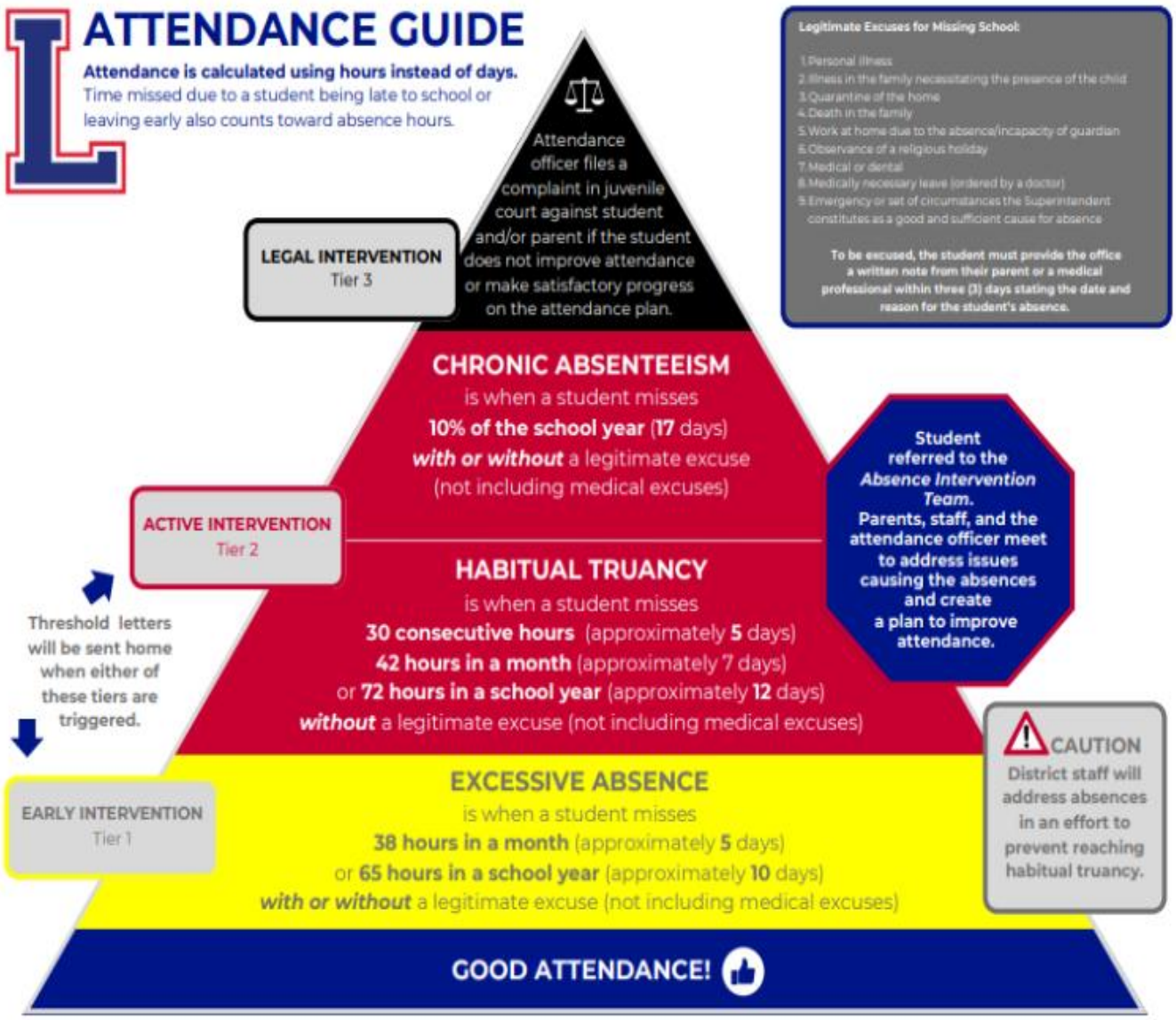
S	M	T	W	TH	F	S
		1	2	3	4	5

TOTAL DAYS

184 Teacher Days

173 Student Days

Board approved: Feb. 11, 2026


ATTENDANCE GUIDE
Attendance is calculated using hours instead of days.
Time missed due to a student being late to school or leaving early also counts toward absence hours.
Legitimate Excuses for Missing School:
1. Personal illness
2. Illness in the family necessitating the presence of the child
3. Quarantine of the home
4. Death in the family
5. Work at home due to the absence/incapacity of guardian
6. Observance of a religious holiday
7. Medical or dental
8. Medically necessary leave (ordered by a doctor)
9. Emergency or set of circumstances the Superintendent constitutes as a good and sufficient cause for absence
To be excused, the student must provide the office a written note from their parent or a medical professional within three (3) days stating the date and reason for the student's absence.
LEGAL INTERVENTION
Tier 3
Attendance officer files a complaint in juvenile court against student and/or parent if the student does not improve attendance or make satisfactory progress on the attendance plan.
CHRONIC ABSENTEEISM
is when a student misses
10% of the school year (17 days)
with or without a legitimate excuse
(not including medical excuses)
ACTIVE INTERVENTION
Tier 2
Student referred to the Absence Intervention Team.
Parents, staff, and the attendance officer meet to address issues causing the absences and create a plan to improve attendance.
HABITUAL TRUANCY
is when a student misses
30 consecutive hours (approximately 5 days)
42 hours in a month (approximately 7 days)
or 72 hours in a school year (approximately 12 days)
without a legitimate excuse (not including medical excuses)
Threshold letters will be sent home when either of these tiers are triggered.
EARLY INTERVENTION
Tier 1
EXCESSIVE ABSENCE
is when a student misses
38 hours in a month (approximately 5 days)
or 65 hours in a school year (approximately 10 days)
with or without a legitimate excuse (not including medical excuses)
CAUTION
District staff will address absences in an effort to prevent reaching habitual truancy.
GOOD ATTENDANCE!

LAKEWOOD
LOCAL
SCHOOL
DISTRICT

525 E. Main Street, PO Box 70, Hebron, OH 43025
P: 740.928.5878 / F: 740.928.3152
www.lakewoodlocal.k12.oh.us

Notice of Parents Right-to-Know

August 20, 2025

Dear Parent/Guardian:

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 school district receiving Title I funds must notify parents of each student attending any school receiving Title I funds that they may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

I. **Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;**
II. **Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;**
III. **Whether the teacher is teaching in the field of discipline of the certification of the teacher; and**
IV. **Whether your child is provided services by 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 or e-mail your request to the provided fax number or e-mail address. 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

Our Mission:
Lakewood... a family-friendly, inclusive community dedicated to empowering every learner through innovation, collaborative problem-solving and consistent communication.

LAKEWOOD ELEMENTARY SCHOOL

9380 Lancer Road, PO Box 70, Hebron, OH 43025
P: 740.928.7126 / F: 740.928.7510
www.lakewoodlocal.k12.oh.us

School-Parent Compact

Lakewood Elementary and the parents of the students participating in activities, services and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards.

This school-parent compact is in effect during the 2026-27 school year.

School Responsibilities

Lakewood Elementary School will:
1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards as follows: *The core curriculum is aligned to state standards. Pacing guides and common assessments are established to ensure consistency across classrooms. Formative Instructional Practices are used daily to assess what students have learned and where students are still struggling. This data is used by teachers. Teachers modify instruction based on what they learn from the student data. Interventions are put in place for students who need additional support and help.*

2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held: October 22, October 27, and February 10. *Parents are also encouraged to request a conference at any other time during the school year to address the academic needs of their student(s).*

3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide the following reports as follows: *Report card each quarter; STAR data in fall, winter and spring AND progress monitoring reports biweekly if applicable*

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows: *During their conference periods, before or after school by appointment.*

5. Provide parent opportunities to volunteer and participate in their child's class and to observe classroom activities, as follows: *Parents should contact classroom teachers directly to learn about specific volunteer needs or to schedule a time to observe classroom activities.*

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:
- Monitoring attendance.
- Ensuring that homework is completed.
- Monitoring amount of television children watch.
- Volunteering in child's classroom.
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding as appropriate.
- Serving, to the extent possible, on policy advisory groups or other school advisory groups related to Title I and school improvement.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. We will:

- Do my homework every day and ask for help when I need it.
- Read at least 20 minutes every day outside of school time.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

Signatures

_____Parent/Date _____Student/Date

Appendix

Lakewood Elementary Bullying Reporting Process

Step 1: Bullying report

The bullying investigation process is initiated as soon as a complaint or allegation of bullying is received. Teachers and staff members are required to report acts of bullying.

Students, parents or guardians are encouraged to report acts of bullying to a teacher, counselor or administrator either in person, telephone or using an incident report.

Step 2: Investigation by school administration

The school administration is notified of the bullying complaint. The administrator begins investigating the events.

- The target, perpetrator and witness (if applicable) are interviewed.
- All information for the entire process will be documented.

Step 3: Bullying determination

Administration will review information and determine if the bullying claim is valid. Administration will ensure that students have used their voice...

- Use their voice and stay **SAFE**
- **S**ay Something
- **A**sk for Help
- **F**ind a Friend
- **E**xit the Area.

(Even if a behavior was not considered to rise to the level of bullying, It may still require intervention and discipline).

Step 4: Notification of findings

Parents of all students involved will be informed of the incident and whether the complaint was unsubstantiated or determined to be bullying or not. A safety plan may be reviewed.

Step 5: Consequences assigned

Consequences will be assigned as outlined in the Student Code of Conduct.

- Rights to appeal are explained to all parties.
- Retaliation against students who report bullying will not be tolerated.

Lakewood Elementary Bully Incident Report Form

Name of Person Making the Report _____

Student Name _____ Student ID _____

Date of the Incident _____ Location _____

Incident Report

Please describe what happened in your own words. Include as many details as possible to give a clear, accurate account of the events. Attach additional sheets as necessary.

Name of Alleged Perpetrator: _____

Name of Alleged Victim: _____

Did they Say something?

_____

Did they ask for help?

_____

Did they find a friend? _____

Did they exit the area? _____

Witnesses: _____

Signature of Reporter _____ Date _____

Office Use Only

Campus personnel receiving the report _____

School Personnel Signature _____ Date _____