



GARFIELD MIDDLE SCHOOL

2026-2027

STUDENT-PARENT HANDBOOK

Garfield Middle School

13114 Detroit Ave.

Lakewood, Ohio 44107

Main Office (216) 529-4241

Attendance (216) 529-4310

April Patton, Principal

, Assistant Principal

Allison Scullin, School Counselor

Laura Arth, Office Secretary

Melissa Muzychenko, Attendance Secretary

LAKEWOOD CITY SCHOOLS

OUR MISSION

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



Board of Education

Mrs. Betsy Bergen Shaughnessy, President

Mrs. Lisa Dopman, Vice President

Mrs. Colleen Clark-Sutton

Mr. Michael J. Callahan

Ms. Nora Katzenberger

GENERAL SCHOOL INFORMATION

ATTENDANCE

Chronic absence or tardiness is a violation of Ohio Mandatory Attendance Laws.

Daily attendance is critical. Students are expected to attend classes regularly and to be on time in order to receive the full benefit from our instructional program and to develop habits of punctuality, self-discipline, and responsibility. Continuity in the learning process is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving high school. For these reasons, a student must satisfy academic and attendance requirements. In order for a student to satisfy the academic and attendance requirements the following attendance guidelines must be followed:

ABSENCES

All absences must be authorized by the parent/guardian by phone prior to, or by **9:00 a.m.**, the day of the absence from school.

Written notice from a physician will be required to authorize any absence in excess of 10 days in a school year. It is recommended that all absences due to a doctor's visit be documented by a written note from the physician and submitted to the school office.

State law lists the following reasons for excused absence or tardiness:

1. Personal illness - injury (may require doctor's excuse)
2. Illness in the family
3. Quarantine of the home
4. Death in the family
5. Religious holiday
6. Needed at home in an emergency

Daily calls are required for multiple days of absence. An answering service is available 24 hours a day 7 days a week to report student absences.

Students must be in school at least ½ the school day to participate in any extracurricular activities on the day of the school absence.

TARDINESS

1. Students are expected to arrive at school at least 10 minutes prior to the start of their first class.
2. All students are to be in their assigned seats with all materials **prior** to the start of the school day. Any student who reports to class after 8:15 a.m. will be marked tardy.
3. Progressive discipline will be implemented upon a student accruing five or more tardies to school.
4. Progressive discipline includes after school detentions, lunch/recess detentions, social restriction and/or loss of privileges.

Classes start promptly at 8:15 a.m. when the tardy bell rings. Unless you are in your seat when that bell rings, you are tardy. Students who come into the building after 8:15 a.m. must report to the office to sign in and receive an admit slip to class.

Tardiness to school is detrimental to the student's education, and will result in disciplinary action. If a student is going to be tardy to school, the parent/guardian is expected to inform the office with a phone call. Parent phone calls do not excuse tardies resulting from poor student planning, such as:

- oversleeping
- missing a ride
- waiting for a friend

PLANNED ABSENCE

Planned absences require **prior communication** stating the days of the absence and reason for the absence. Some activities in a classroom are impossible to make up and extended absences may affect the student's understanding of subject matter and his/her grade.

Family trips or vacations during the school year are seriously discouraged. Absences for these reasons go on the student's permanent record as unauthorized. Teachers cannot re-teach missed work; however, they may provide some assignments to be completed before or during the absence.

APPOINTMENTS & EARLY DISMISSALS

Whenever possible, medical, dental, and other appointments should be scheduled outside of school hours to minimize disruptions to learning. If your student must arrive late or leave early due to an appointment, please notify the school by calling the attendance line in advance. For early dismissal, students must be signed out in person through the main office before leaving the building.

In cases where a medical condition leads to frequent or recurring absences, written documentation from a physician is required.

ATTENDANCE AT SCHOOL EVENTS

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators at sporting events help to build school spirit and encourage those students participating in the event.

Dances are also school-sponsored events; therefore, all school rules and dress codes apply. Students may be excluded from dances at the discretion of the school administrators for previous misconduct, academics, or attendance concerns.

Health Services and Guidelines

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

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

IMMUNIZATION REQUIREMENTS

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement.

Pupils enrolled in kindergarten through grade 12 are required to have **written proof on file** at their public or non-public school that they have been immunized as set forth in Ohio Revised Code 3313.61.

Pupils who are **not** in compliance are to be excluded **no later than the fifteenth day after admission**.

HEALTH SCREENINGS

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

When to Keep Your Child Home from School

With your help, school can be a healthy place for all. In order to prevent the spread of illness to others, it is suggested that your child stay home for 24 hours from the onset of:

- Vomiting
- Diarrhea (three or more watery bowel movements in a 24 hour period)
- Fever (temperature over 100.4°)

If your child is ill before school, keep him/her at home until your child is symptom free for at least 24 hours.

These guidelines are suggested for the good of all students. A child who returns to school before being completely well runs a risk of infecting others. Exposure to common illnesses could be life threatening to immunocompromised students.

According to the Ohio Department of Health, a physician must evaluate a suspected communicable disease:

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

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

MEDIATION ADMINISTRATION PROCEDURES

Lakewood Schools' medication procedure is designed to ensure the health and safety of all students. Prescribed and over-the-counter medications will only be dispensed to those students providing the required authorization forms. A medication authorization form must be completed for each medication. Forms must be renewed each school year. Medication forms are available in the school's Health Center and on the District website.

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

All medications will be dispensed from the Health Center; students are prohibited from carrying any prescription or over-the-counter medication with the exception of rescue inhalers or Epi-pens. Students must provide written authorization from a physician to carry a rescue inhaler or Epi-pen.

THE HEALTH CENTER

The Health Center is located in the Main Office. A nurse aide is on duty during school hours. Students who become ill during school must get a pass from the teacher to go to the office where either the office staff or the nurse aide will assist. The office staff cannot diagnose or treat illnesses or injuries. If a student is too ill to return to class, parents will be called and arrangements will be made to go home.

HEALTH CARE ACTION PLANS

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

For further information, the full policy can be reviewed on the district website at lakewoodcityschools.org.

PHYSICAL EDUCATION MEDICAL EXCUSE

Students are expected to participate for gym **unless a written doctor's note** is provided stating the reason, limitations, and length of time the student should not participate. *Students will not be permitted to resume participation without a note from the doctor stating the student may resume class participation.*

MEDICATION

State law prohibits school personnel from giving medication, including aspirin, to students unless the following requirements are met:

1. A medication administration form completed by the prescribing physician.
2. A release of medical liability signed by a parent or guardian.
3. Prescriptions must be provided in the original pharmacy container.

Prescriptions will be kept in a secured refrigerator or locked cabinet and made available by school personnel to the appropriate student.

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, schools may charge specific fees for activities and materials used in the course of instruction.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment may be fined for excessive wear and abuse of the property and equipment. Students with fees owed may be excluded from extra-curricular activities until fees are paid.

RESTROOMS

To reduce absence from the classroom, restroom use is to be limited to lunch times and during change of classes. There are also restrooms in the gym locker rooms for use during physical education classes. Restrooms may be used during class time in an emergency with a teacher's permission. Students who abuse the restroom privilege during class time may be required to make up time missed after school.

THE LEARNING RESOURCE CENTER

The Learning Resource Center (LRC) provides instruction by the media specialist on print or non-print materials to complement classroom learning. The media specialist will review skills acquired in elementary school and introduce new reference sources necessary to prepare and present oral and written reports.

Students are responsible for returning materials on time and in the same condition when borrowed. Fines or replacement costs will be charged for materials lost or returned in damaged condition.

The LRC opens at 8:05 a.m. and closes at 3:30 p.m. daily.

THE CAFETERIA

The cafeteria, which operates at cost, provides a well-balanced diet every day. A full lunch is offered, as well as "a la carte" items. You may buy your lunch, bring your lunch, or bring part and buy part. **The Cafeteria cannot accept bills larger than twenty dollars.** A Point-of-Sale system is utilized allowing for a students' account to be pre-paid via check or online for purchase in the cafeteria.

Some students are eligible for the federal lunch program, whereby all or part of the lunch cost is subsidized by the government. **Applications must be turned in and approved by Lakewood City School's Food Service Department yearly to qualify for free or reduced lunches.**

Lunchtime should be a relaxed and pleasant time. Students are expected to be courteous and use commonly accepted table manners. Guidelines for a pleasant experience are:

- Students need to arrive on time and talk in a normal tone of voice - no shouting.
- Keep lines orderly - no cutting, saving places, or purchasing food for others
- Use good table manners and remain seated unless making a purchase
- Students are expected to clean their tables and the surrounding floor area, and will be asked to remain until the task is complete.
- Students are not to leave until dismissed by the supervising staff members.
- No food or drinks are permitted outside of the cafeteria at any time.

ELECTRONIC DEVICES

In order to maintain a safe, respectful, and distraction-free learning environment, personal electronic devices—including cell phones—must remain **powered off and secured in student lockers** during the school day. This includes all instructional periods, study halls, lunch, and any other time students are not specifically authorized to use a device. Students may not access their phones until **after school** unless given permission by a staff member for academic or safety purposes.

If a student is seen with a phone:

Offense #1:

- Warning is issued
- Student is directed to power off their phone and put it in their locker.

Offense #2:

- Student powers off and puts away the phone in their locker.
- The staff member contacts the student's parent/guardian.

Offense #3:

- Student powers off and puts away the phone in their locker.
- An administrator contacts the parent/guardian and may assign a consequence.

Offense #4 and beyond:

- Student powers off and puts away the phone in their locker.
- An administrator will implement progressive discipline in accordance with the Student Code of Conduct.

TELEPHONES

Office telephones are not available for students' personal calls except in an emergency. Student use of interschool telephones is not permitted without teacher and office permission.

MESSAGES AND DELIVERIES

To ensure classrooms are free from disruptions, anything being delivered to a student must be brought to the main office. **Only emergency messages will be given to students.**

LOCKERS

Each student is assigned a locker and is solely responsible for the locker assigned to them. School lockers come equipped with a built-in combination lock. Under no circumstances should the combinations be shared with anyone.

- Lockers are the property of the Board of Education. Lockers and their contents are subject to random search at any time without regard to whether there is reasonable suspicion that any locker or its contents contain evidence of violation of criminal statute or a school code. (ORC 3313.20)
- The school is not responsible for items missing from lockers.
- Keep your locker locked at all times.
- Do not share lockers or combinations with other students.
- Make sure all of your belongings are neatly placed in your locker to prevent objects from becoming stuck in the door. Regular locker clean-outs are scheduled and will be supervised by staff members.

- Any lost or stolen belongings that are left in an unsecured hall or gym locker are the student's responsibility.

STUDENT VALUABLES

Students are responsible for their own belongings. Items left in the hall, classroom or gym locker room may be turned into the Lost and Found. Unclaimed items are donated to charity during the winter and summer breaks. Students should not bring items of value to school; such as, jewelry, expensive clothing, electronic equipment, and the like. The School is not liable for any loss or damage to personal valuables.

SCHOOL CLEANLINESS

The building is a place of where we want to take pride. It is the students' responsibility to care for school property they use. Students are encouraged to pick up litter.

HALLWAY BEHAVIOR

Students are to walk in the halls. They are not permitted to run, push, play, or behave in such a way that presents a danger to others.

VISITORS

Lakewood City Schools welcome parents and community members to visit. In the interest of student safety and to minimize classroom disruption, the following guidelines should be followed:

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are required to sign in and are given and required to wear a visitor's ID while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a visitor's ID, and to question people who appear to be loitering in and around the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.

NO STUDENT VISITORS ARE PERMITTED DURING THE SCHOOL DAY.

EMERGENCY DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts severe weather drills following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

ASSEMBLIES AND FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No minor student may participate in any

school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct and attendance rules apply to all field trips.

While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Students who violate school rules may lose the privilege to go on field trips.

CLUBS AND ACTIVITIES

The purpose of curricular-related activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still directly related to accomplishing the educational outcomes for students. Students shall be fully informed of the curricular-related and extra-curricular activities available to them and of the eligibility standards established for participation in these activities. Students will be further informed that participation in these activities is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights. District-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards.

STUDY TIPS

1. Make a careful record of your homework assignments daily.
2. Establish priorities. Do most important first.
3. A well-kept notebook for each class can raise your grades.
4. Make and keep to a study schedule. Set aside time each night to do homework.
5. Find a good place to do homework at home and use it every day.
6. You should spend about an hour and a half on homework each night.
7. Show your work to your parents.

HOMEWORK

Homework is one of a student's most important responsibilities and a tool for academic success. The assignments are designed to practice skills, prepare material for the next day's lesson, reinforce a concept introduced in class or apply mastered skills in a new way. Students may expect about an hour and a half of homework each evening. Proper planning and study habits will help all students successfully complete assignments.

All students are responsible for recording their nightly homework in a planner or electronic document on their Chromebook. Students' success can be increased by a nightly review of the assignments by parents.

MAKE-UP WORK

It is the student's responsibility to request and complete make-up work when absent. We strongly encourage you to email teachers directly to obtain missed work. Assignment requests made before 8:15 a.m. may be picked up after 3:30 p.m. the same day.

REPORT CARDS TO PARENTS

Report cards are posted to Infinite Campus every nine weeks. Parents are encouraged to contact teachers with concerns about their child's progress at any time. Parents are urged to attend parent conferences.

GRADING SYSTEM

A+ = 4.333

A = 4.000

A- = 3.667

B+ = 3.333

B = 3.000

B- = 2.667

C+ = 2.333

C = 2.000

C- = 1.667

D+ = 1.333

D = 1.000

D- = 0.667

W = Withdrawn

P = Passing

N = No Grade

I = Incomplete

M = Medical Excuse

R = Passing with Credit

HIGH SCHOOL COURSE GRADING SCALE

Quarter/Exam/Semester Percentage Range	Quarter Letter Grade	GPA Value Regular Courses	GPA Value Advanced Courses	GPA Value AP/CCP/CTAG Courses
96.50-100.00	A+	4.333	4.833	5.333
92.50-96.49	A	4.000	4.500	5.000
89.50-92.49	A-	3.667	4.267	4.667
86.50-89.49	B+	3.333	3.833	4.333
82.50-86.49	B	3.000	3.500	4.000
79.50-82.49	B-	2.667	3.267	3.667
76.50-79.49	C+	2.333	2.333	2.333
72.50-76.49	C	2.000	2.000	2.000
69.50-72.49	C-	1.667	1.667	1.667
66.50-69.49	D+	1.333	1.333	1.333
62.50-66.49	D	1.000	1.000	1.000
59.50-62.49	D-	0.667	0.667	0.667
55.00-59.49	F	0.000	0.000	0.000
Incomplete	I	0.000	0.000	0.000

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

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

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

Quarter 1 (45%)	Quarter 2 (45%)	Exam (10%)	Final Grade:
B (85%)	A (90%)	C (75%)	B
$0.45 \times 0.85 = 0.3825$	$0.45 \times 0.90 = 0.4050$	$0.10 \times 0.75 = 0.0750$	$0.8625 = 86.25\%$

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

- Students **MUST** pass *2 out of the 3 grade opportunities* to be given a passing grade for a semester course (cannot have 2 "F" grades in the semester)
- Teachers are permitted to increase or decrease (with administrative approval) student grades from the calculations based on individual circumstances.
- Any calculated grade below 55% will be recorded as a 55% (F).

ACADEMIC HONORS

The middle school staff encourages students to perform their best. Student efforts are acknowledged each quarter with the following honors recognition:

- **Distinguished Honor Roll:** Student has earned a GPA of 4.00 or above for the grading period.
- **Honor Roll:** Student has earned a GPA of 3.50-3.99 for the grading period.
- **Merit Roll:** Student has earned a GPA of 3.00-3.49 for the grading period.
- **Perfect Attendance:** Perfect attendance will be recognized if a student doesn't miss any days of school. This includes leaving early or arriving late to school regardless of the circumstances.

INFINITE CAMPUS

Infinite Campus is an online program that allows parents and students to access classroom information using the internet. As a parent utilizing this tool, you will be able to view your child's cumulative progress. Teachers may also provide additional information on student progress on a periodic basis. Infinite Campus will not replace traditional methods of home-school communication. The parent/student username and password are distributed at the beginning of each school year and the link is provided on the Lakewood City Schools web page. Please contact individual teachers for more information regarding class progress.

PLAGIARISM/ACADEMIC DISHONESTY

Students are expected to complete their own work at all times. Any type of academic dishonesty, including but not limited to plagiarism and cheating, will result in serious academic consequences, possible loss of privileges, and disciplinary action, depending on the extent and severity of the offense. A first offense will result in a "zero" grade for that assignment, quiz, test, lab or project. A second offense may result in a failing grade for the marking period.

Further offenses will result in a grade of "F" in the course posted to the student's transcript and immediate removal from the class.

Plagiarism is the act of presenting, as one's own the ideas, opinions, writings, or work of another person without appropriate scholarly attribution. Plagiarism also includes the fabrication, intentional falsification or invention of date, citation, or other authority in an academic exercise.

Examples of cheating include but are not limited to:

- Copying another person's work on assignments, quizzes, tests, labs, or projects
- Theft and/or alteration of another person's/source's materials
- Unauthorized collaboration

MIDDLE SCHOOL PROMOTION

Middle school students are expected to successfully complete all core subjects (Math, Language Arts, Science, and Social Studies) in order to be considered for promotion to the next grade level.

TEXTBOOKS

When books are assigned, the teacher and student evaluate the condition of the textbook. The student signs a paper that acknowledges:

- The condition of the book
- The receipt of the book. Responsibility for the care and return of the book at the end of the year
- If a student book is damaged, other than normal wear, (for ex. a broken spine, ripped pages/covers), a fine will be assessed. Lost books are not replaced until payment is made for the missing text.

STUDENT IDS

Every student will be issued a photo ID card and lanyard. All students are required to wear their picture ID card so that it is prominently displayed at all times and in all locations of the school with exception granted solely for safety purposes in specifically identified classes. The ID card is school property and may be requested at any time by a staff member. Defacing or altering the ID card is not permitted. Students are responsible for the cost of replacing a lost, altered or defaced ID card. Failure to properly wear the ID card will result in disciplinary action. **Replacement ID cards must be purchased for \$5 if an ID is lost or damaged.**

GENERAL SCHOOL RULES & PROCEDURES

It is impossible to have rules and procedures for every possible situation so we expect students will use common sense at all times and act in ways that contribute to a safe and orderly learning environment.

The following serves as general school guidelines:

Be Safe

- Be where you are assigned to be at all times
- Keep hands, feet and objects to yourself
- Use equipment and materials properly and as they were intended to be used
- Listen to and follow directions and announcements

Be Responsible

- Be on time, prepared for class, and ready to learn
- Be involved, participate, and contribute

- Complete your homework and class assignments on time
- Think before you act, and accept the consequences of your actions

Be Respectful

- Respect yourself, other people and their belongings
- Use appropriate language and tone of voice
- Accept others differences
- Listen to each other, take turns, focus on the speaker.

RULES/EXPECTATIONS FOR COMMON AREAS

AREA/RULE	SAFETY	RESPONSIBILITY	RESPECT
Cafeteria	• Walk at all times • Handle only your own food • Stay seated until dismissed	• Wait in line patiently • All food and drink stays in the cafeteria	• Use good manners • Clean up your area • Use a soft voice
Assemblies	• Enter and exit in an orderly manner • Stay seated	• Focus on presentation • Keep hands/feet to self	• Listen attentively and silently • Applaud appropriately
Hallways/Stairs	• Walk at all times • Always stay to the right • Keep hands to yourself • Keep traffic flowing • Use valid hall pass when required	• Use drinking fountains appropriately • Move to class on time • Use designated route to move to next location	• Use kind words • Respect property, yours and others • Use a soft voice
Restrooms	• Keep water in sink • Wash hands • Use restroom closest to classroom	• Attempt to meet needs during break or lunch/home base • Get agenda signed during class • Flush toilets • Inform adults of vandalism and equipment malfunctions • Throw all trash in cans	• Give people privacy • Respect property, yours and others
Arrival/Dismissal	• Walk on school grounds • Enter/Exit the building quietly • Use designated doors	• Touch others' property only with permission • Put trash in containers • Arrive in time to get to class • Promptly leave school grounds	• Use kind words and actions • Respect property, yours and others
Lockers	• Open and close lockers using handles • Use only locker that is assigned to you	• Keep clean and orderly	• Quickly use locker • Wait patiently
Technology	• Use technology only with staff member's permission • Only use approved websites	• Sign District's Acceptable Use Policy (AUP) • Use technology for school purposes only • Report problems/damage to staff member immediately	• Handle all equipment with care • Respect privilege of using technology

Lakewood City Schools
www.lakewoodcityschools.org

Non-Discrimination Notice

The Lakewood City School District does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, ancestry, or genetic information in its programs and activities and provides equal access to Boy Scouts and other designated youth groups. The following people have been designated as Coordinators to handle inquiries regarding non-discrimination policies:

Section 504 Officer: Stephanie Morgan
Director of Student Services
Lakewood City School District
13701 Lake Ave
Lakewood, Ohio 44107
(216) 529-4213

Title IX Officer: Jeff Schlade
Executive Director of Human Resources
Lakewood City School District
13701 Lake Ave
Lakewood, Ohio 44107
(216) 529-4215

***Please note that the following policies are District policies encompassing K-12 students.
Please refer to applicable sections as they pertain to the grade level of your child(ren).***

DRESS AND GROOMING

A. SAFETY

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

B. ACCEPTABILITY

Final decision as to acceptability of attire rests with the school administration. We acknowledge there are specialized programs within the district and those programs may require attire outside of the designated dress code. All exceptions must be approved by school administration.

C. PHILOSOPHY

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

D. VALUES & BELIEFS

Our values and beliefs are:

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

E. GOALS OF OUR STUDENT DRESS CODE

Our student dress code aims to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body) or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses the gender with which they identify
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.

- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

F. DRESS CODE BASICS

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

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

2. Students Must Wear:

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

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

3. Students May Not Wear:

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

With thanks to *Oregon NOW Model Dress Code*, 2016

Board Approved: 2/22/22

USE OF MEDICATION

The Board shall not be responsible for the diagnosis and treatment of student illness. With the exception of diabetes care covered under Policy 5336, the administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent. These documents shall be kept on file in the health center office, and made available to the persons designated by this policy as authorized to administer medication or treatment. A copy of the parent's written request and authorization and the prescriber's written statement must be given, by the next school day following the District's receipt of the documents, to the person authorized to administer drugs to the student for whom the authorization and statement have been received. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct/Discipline Code.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be

stored in a refrigerator in a place not commonly used by students, and unless the medication to be administered is diabetes medication, which must be kept in an easily accessible location pursuant to Policy 5336.

Parents may administer medication or treatment but only in the presence of a designated school employee, with the exception of diabetes care covered under Policy 5336.

Additionally, students may administer medication or treatment to themselves, if authorized in writing by their parents and a licensed health professional authorized to prescribe drugs but only in the presence of a designated school employee, with the exception of students authorized to attend to their diabetes care and management pursuant to Policy 5336.

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician.

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine auto injector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted written approval. The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911). Students with diabetes authorized to attend to their diabetes care and management may do so in accordance with Policy 5336.

With the exception of diabetes care covered under Policy 5336, only employees of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and are designated by the Board may administer prescription drugs to students in school.

With the exception of diabetes care covered under Policy 5336, provided they have completed the requisite training, the following staff are authorized to administer medication and treatment to students:

- a. Principal
- b. School nurse
- c. Building secretary
- d. Others designated by student's IEP and/or 504 plan

No employee will be required to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

LAKEWOOD CITY SCHOOLS

CODE OF CONDUCT

Creating a Supportive Learning Community

Our Fundamental Principles

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

Our Foundational Commitments

1. Respect and Dignity

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

2. Collaborative Behavior Management

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

3. Preventative and Supportive Approaches

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

4. Clear Expectations and Transparent Processes

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

5. Student Rights and Responsibilities

- Students have the right to:
 - A safe and supportive learning environment
 - Be treated with respect and dignity
 - Receive support for social-emotional and academic challenges
 - Participate in their own behavioral growth and learning
- Students are responsible for:
 - Respecting themselves and others
 - Engaging positively in the learning community
 - Taking accountability for their actions
 - Seeking help and support when needed

6. Addressing Misconduct

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

7. Serious Behavioral Concerns

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

8. Continuous Improvement

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

Our Goal

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

Conduct Infractions

1. Disruption - Interference, disruption or obstruction of the educational process.
2. Dress Code - See Student Handbook.
3. Tardy to Class - A single tardy, not part of a pattern.
4. Repeatedly Tardy to Class - Repetitive tardiness to class.
5. Unexcused Absence From Class - Unauthorized absence from class(es) (including skipping), but present on school property.
6. Truancy - Unexcused absence from school. Only used if away from school property.
7. Non-Compliance - Deliberately disobeying and refusing to comply with adult directions; refusing to work.
8. Out of Area - Student fully or partially out of assigned area without teacher permission.
9. Dishonesty - Speaking or writing something that is not true, or leaving out parts of what really happened.
10. Cheating - Willfully copying, giving or taking another person's work or answers (including, but not limited to plagiarism).
11. Unauthorized Use of Artificial Intelligence (AI) Tools - Submitting work generated entirely or primarily by AI as one's own original work and/or not following teacher directions on acceptable use of AI for a given task/assignment/assessment.
12. Forgery - Signing a name that is not yours.
13. Theft - Taking something that does not belong to you without permission.
14. Property Misuse/Damage/Vandalism - Mishandling equipment, obvious or intentional damage/destruction of personal or school property.
15. Technology Violation - Inappropriate and/or unauthorized use of technology (including but not limited to, possession or dissemination of inappropriate language/pictures/sites/ videos, texting during class, playing games or watching unrelated videos).
16. Inappropriate Language - Written or spoken language or non-verbals unsuitable for school environment, including but not limited to profanity and obscene language, promoting or encouraging a fight, baiting, name calling, etc.
17. Threat - Written, spoken or gesture to harm another person or object.
18. Alcohol - Possession/use/sale/exhibiting evidence of use/transmitting/concealing intoxicating alcoholic beverages.

19. Other Drugs - Possession/use/sale/exhibiting evidence of use/transmitting/concealing narcotics, drug paraphernalia (matches, lighters, rolling papers), counterfeit or look-alike drugs, or any other prescribed or over-the-counter drugs not administered in accordance with the district's policies.
20. Tobacco - Possession/use/sale/distribution/exhibiting evidence of use of tobacco, tobacco products or smokeless tobacco.
21. Vaping - Possession/use/sale/distribution/exhibiting evidence of use of vape-related items.
22. Physical Contact - Engaging in non-serious, but inappropriate physical contact, including not keeping hands, feet and/or objects to self.
23. Physical Aggression - Intentional, serious physical contact with or without injury, including but not limited to pushing, shoving, hitting, kicking, throwing objects.
24. Physical Altercation - Two or more people engaging in physical aggression toward each other.
25. Serious Bodily Injury - An incident that results in serious bodily injury to oneself or others. Defined as "A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss/impairment of the function of a bodily member, organ or faculty."
26. Bullying - Intentional, repeated behavior (whether in-person or through technology [i.e. cyberbullying]) that is meant to hurt someone physically, verbally, emotionally, socially, and involves a power imbalance.
27. Harassment - Intimidating, harassing, coercing, or threatening other persons so as to cause them emotional, social, or physical distress (without displaying a weapon and without subjecting the victim to actual physical attack).
28. Unwelcome Sexual Conduct - Unwelcome sexual advances, requests for sexual favors, other physical/verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile or offensive education or work environment.
29. Firearm - Use, possession, sale or distribution of a firearm (in whole or part). Includes zip, starter and flare guns.
30. Firearm Look-a-Likes - Any item that resembles a firearm but does not have the explosive characteristics of a firearm. May use a spring loaded device or air pressure by which to propel an object or substance (such as toy guns, cap guns, BB guns, pellet guns).
31. Explosive, Incendiary or Poison Gas - Use, possession, sale or distribution of a destructive device such as a bomb, grenade, mine, rocket (>4 oz propellant), missile (>.25 oz propellant), or converted weapon to expel a projectile.
32. Other Dangerous Weapons - Use, possession, sale or distribution of a weapon, device, instrument, material or substance capable of causing death or serious bodily injury. Note: this is applicable for pocket knives with a blade of *greater than* 2.5 in.
33. Dangerous Items - Use, possession, or distribution of items not allowed at school, including but not limited to matches, lighters, incendiary devices, ammunition, pepper spray, laser pointers, blades of $\leq$ 2.5 in., etc.

34. False Alarms/Bomb Threat - Any threat (verbal, written or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building/property, or to harm students or staff.
35. Gangs/Gang Activity - No person shall participate or otherwise be involved in gangs or gang-like activity on school property or at school-sponsored activities.

ANTI-HARASSMENT, STUDENT HAZING, BULLYING AND AGGRESSIVE BEHAVIOR POLICY
Listed below are three separate policies which can apply differently, dependent upon the circumstance of the claim.

ANTI-HARASSMENT

General Policy Statement

It is the policy of the Board to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on sex, race, color, national origin, disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, and professional and classified staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

DEFINITIONS

Harassment

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

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

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in Ohio Revised Code 2907.03. The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct

Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of sexual and other forms of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy. The names and titles of these individuals will be published annually on the School District's web site.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Informal Process for Addressing Complaints of Harassment

The administrative guidelines will include an informal complaint process to provide members of the School District community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School District community or third parties who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The administrative guidelines will include as a requirement the prerequisite that the informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process. Those members of the School District community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process. However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated.

Formal Process for Addressing Complaints of Harassment

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Members of the School District community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one of the Complaint Coordinators identified in the administrative guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the administrative guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

A copy of the written report will also be delivered to the member of the School District community or third party making the complaint and the individual accused of the harassing conduct.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct. The decision of the Superintendent shall be final.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Ohio Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy and administrative guidelines or in such other manner as deemed appropriate by the Board or its designee.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy. All training regarding the Board's policy and harassment in general, will be age and content appropriate.

Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

State law defines certain contact between a teacher and a student as "sexual battery." If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined in Ohio's Criminal Code, such knowledge should be immediately reported to local law enforcement.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension

The Superintendent will report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery, and will, in accordance with Policy 8141, suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

STUDENT HAZING

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

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

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

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

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

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

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

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

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

Harassment, intimidation, or bullying means:

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

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

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

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

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

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

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

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

All complaints about harassment, intimidation, bullying or aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, bullying, or cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension (including for cyberbullying) or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment, intimidation, or bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment, intimidation, or bullying. Deliberately or making intentionally false reports about harassment, intimidation, or bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and deliberate or intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been harassment, intimidation, or bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of harassment, intimidation, or bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, or bullying.

If after investigation, act(s) of harassment, intimidation, or bullying or cyberbullying by an electronic act or otherwise, by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification. Discipline, including discipline for cyberbullying, may include suspension or up to expulsion for students.

The District shall protect victims from additional harassment, intimidation, bullying, or cyberbullying and shall also protect other students or individuals involved in making a good faith report of harassment, intimidation or bullying (including cyberbullying). Additionally, the District shall implement any other necessary intervention strategies to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal complaints or anonymous complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal complaint or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site, (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, or bullying.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks.

At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Employee training materials must also include information on this policy.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the District community related to the implementation of this policy. All training regarding the Board's policy and aggressive behavior and bullying in general will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

To the extent that State or Federal funds are appropriated for these purposes, the District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training. Additionally, the District shall provide training on their anti-bullying policies as a part of the in-service training for all teachers, administrators, counselors, nurses, and school psychologists. These designated employees must receive in-service training in (1) the prevention of child abuse, violence, and substance abuse, (2) school safety, (3) the promotion of positive youth development, and (4) in the case of middle school and high school employees, the prevention of dating violence. Employees must complete at least four hours of the in-service training within two years after commencing employment and every five years thereafter.

The complaint procedure established by the Superintendent shall be followed.

Notifications and Policies

Notifications regarding the following can be found on the Lakewood City Schools website (www.lakewoodcityschools.org) by choosing the *For Parent* tab and then *Annual Parent Notices*:

- FERPA
- Directory Information
- Pupil Rights Amendment
- Non Discrimination Notice
- Federal & State Grant Projects
- Child Find
- Right to Request Teacher Qualifications

Policies regarding the following can be found on the Lakewood City Schools website (www.lakewoodcityschools.org) by choosing *Board of Education* and then *Board Policies* and they are also accessible at <http://www.neola.com/lakewood-oh> and incorporated herein.

General Information

2105	Mission of District
	<u>Equal Education Opportunity</u>
2260	Non-discrimination and Access to Equal Education Opportunity
5730	Equal Access for Non-District Sponsored Clubs and Activities
5780	Student/Parent Rights
8105	Civility
8220	School Day
	<u>Student Well Being</u>
3213	Student Supervision and Welfare
4213	Student Supervision and Welfare
	<u>Injury and Illness</u>
5310	Health Services
5320	Immunization
5330	Use of Medications
5335	Care of Students with Chronic Health Conditions
5336	Care of Students with Diabetes
5340	Student Accidents
5320	Immunizations
5341	Emergency Medical Authorization
8450	Control of Casual-Contact Communicable Disease
8453	Direct Contact Communicable Diseases
8453.01	Control of Blood-Borne Pathogens

8453.02	Student Exposure to Blood-Borne Pathogens
	<u>Enrolling in the School</u>
5111	Eligibility of Resident/Nonresident Students
5111.01	Homeless Students
5111.02	Educational Opportunity for Military Children
5112	Entrance Requirements
5113	Inter-District Open Enrollment
5113.01	Intra-District Open Enrollment
5113.02	School Choice Options Provided by the No Child Left Behind Act
5114	Foreign Exchange Students
5120	Assignment within District
5131	Student Transfers
5230	Late Arrival and Early Dismissal
5130	Withdrawal from School
2460	Special Education
8330	Student Records
	<u>Student Fees and Fines</u>
6152	Student Fees, Fines and Charges
6152.01	Waiver of School Fees for Instructional Materials
5830	Student Fund Raising
	<u>Meal Service</u>
8500	Food Services
8531	Free and Reduced-Price Meals
8400	School Safety
8420	Emergency Situations at Schools
8210	School Calendar
8405	Environmental Health and Safety Issues
8431	Preparedness for Toxic Hazard and Asbestos Hazard
9150	School Visitors
	<u>Use of School Equipment and Facilities</u>
7530	Lending of Board-Owned Equipment
	<u>Advertising Outside Activities</u>
5722	School-Sponsored Publications and Productions
8800	Religious/Patriotic Ceremonies and Observances

Academics

2340 Field and Other District-Sponsored Trips

Grades

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

5430 Class Rank
5460 Graduation Requirements
5460.01 Diploma Deferral
5464 Early High School Graduation
2370 Educational Options
2271 College Credit Plus Program

2330 Homework

7540 Computer Technology and Networks
7540.07 Technology Resources Acceptable Use – Students

Student Activities

2430 District Sponsored Clubs and Activities
2430.02 Participation of Community School Students in Extra-Curricular Activities
2430.03 District-Approved Interscholastic Extracurricular Clubs and Activities; Standards of Eligibility

Athletics

5610.05 Prohibition from Extracurricular Activities
2431 Interscholastic Athletics
5900 Sportsmanship, Ethics and Integrity

5895 Student Employment
5855 Student Attendance at School Events

Student Conduct

5200 Attendance
5500 Student Conduct
5516 Student Hazing
5517 Anti-Harassment
5517.01 Bullying and Other Forms of Aggressive Behavior
5600 Student Discipline Code (5500, 5517, 5600, 5610, 5610.01)
5610.01 Permanent Exclusion of Non-Disabled Students
5611 Due Process Rights
5540 Interrogation of Students
5722 School Sponsored Publications and Productions

Transportation

5610.04	Suspension of Bus Riding/Transportation Privileges
8660	Transportation of Students by Private Vehicle
5514	Use of Bicycles
5515	Use of Motor Vehicles