Horace Mann Elementary School

Family Handbook 2026-2027

Office Hours	8:00am-4:00pm
Phone Number	(216) 529-4257
Absence Line	(216) 529-4307
Fax	(216) 227-5828
Website	https://horacemann.lakewoodcityschools.org/
Principal	Sanya Henley
Secretary	Barbara Rochford

District Information

Lakewood Board of Education

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Vision of a Lakewood Ranger

In June 2019, the Lakewood Board of Education adopted a new strategic vision for the Lakewood City Schools. The Vision of a Lakewood Ranger consists of six core competencies that will guide the District as it develops instructional strategies that will help our students succeed post-graduation in an ever-changing, complex and global world.

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
(216)529-4201

Title IX Officer: Allison Aber
Executive Director of Human Resources
(216) 529-4215

Address:
Taft Center for Innovation
13701 Lake Avenue
Lakewood, OH 44107

Elementary School Hours

Children learn by attending school. **Coming to school promptly and on a regular basis is extremely important.** Please help your child organize appropriate materials and arrive on time.

8:30	Breakfast begins. Line closes at 8:45.
8:45	All students can enter building and classrooms
8:50	Morning announcements
8:55	Tardy bell rings, class begins
3:15	All classes dismissed

Students who arrive late to school (after 8:55 a.m.) must check in at the office before reporting to the classroom. If a pattern of late pick-up develops, the adult picking up will be required to come to the Main Office to sign out the student. The building may contact Lakewood Police Department for support with problematic pickup such as office closing, pattern of late pickup, or inability to reach student contacts.

District Mascot and Colors

Lakewood Ranger Purple & Gold

School Procedures and Information

Arrival and Dismissal

8:30 Breakfast begins. Line closes at 8:45.
8:45 All students can enter building and classrooms
8:50 Morning announcements
8:55 Tardy bell rings, class begins
3:15 All classes dismissed

Attendance and Punctuality

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

1. All absences must be authorized by the caregiver/guardian by phone prior to, or the day of the absence from school. For the safety of all students, report absences by 8:55 am on the day of absence.
2. 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.
3. Students, who are habitually truant per House Bill 410, face possible juvenile court action. Habitual truancy is defined as 30 or more consecutive, unexcused school hours; 42 or more unexcused school hours in a month; or 72 or more unexcused school hours in a school year. A student who is considered to be habitually truant will be referred to their school's Attendance Intervention Team.
4. Failure to participate and comply may result in an immediate truancy filing on the student and possible filing against the caregiver/guardian through juvenile court. Additionally, if the caregiver/guardian fails to participate, it may result in a mandatory referral to the Cuyahoga County Department of Children and Family Services.

Absence Procedures

When a student meets the threshold hours for either excessive absence or habitual truancy, a letter will be sent notifying caregivers of next steps, which may include meeting with the Attendance Intervention Team and/or developing an attendance intervention plan.

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 the start of the school day will be marked tardy.
3. For habitual tardiness, the administration will impose consequences that may include, but are not limited to, loss of privileges, caregiver meetings, and/or formal documentation.

- **Why Attendance Matters**
  - The odds of achieving reading success by the end of third grade are reduced by 3% for every day of school missed in K-3. Students who have never been chronically absent are 6.7 times more likely to achieve reading success by the end of Grade 3.
  - Students who have never been chronically absent are 9 times more likely to graduate on time. The odds of graduating on time are reduced by 6% for every day of school missed during high school.

Before and After School Child Care

Horace Mann students may attend before and aftercare with Horizon Education Centers which will take place in the cafeteria at Horace Mann. Their phone number is 440-370-6280. Also, students may attend before and aftercare at Brownstone Day School at their facility, their phone number is 216-221-1470.

Before and After School Conduct

We do not provide supervision of students prior to 8:45 a.m and after 3:15 p.m. Please remind your child that he/she is expected to go directly home after school. Students are not permitted on the playground before or after school without adult supervision. The playground is closed when it is being used by before and after school child care programming. Children having difficulty with appropriate behavior before or after school may receive school discipline.

Behavior and Positive Behavior Intervention and Supports

In order for our school to maintain a productive learning environment, positive expectations for safety, responsibility, and respect are taught and reinforced at school. Along with classroom-specific procedures, students are taught these expectations for common areas such as cafeteria, playground, hallway, and restrooms. These expectations are posted throughout the school in the form of a matrix or location-specific visuals.

Bicycles

Bicycle and scooter riders are reminded to walk bikes on school property to ensure the safety of others. Remember to remind children to wear a helmet, lock their bike, and register it with a license. Riding a bike or scooter to school is a privilege and can be suspended or discontinued at any time. Please note: Due to safety factors, students are not permitted to bring skateboards, rollerblades, and motorized bicycles, motorized scooters, etc. on school property.

Breakfast

Breakfast is served from 8:30-8:45am daily in the cafeteria, and arrival to breakfast is permitted until 8:45am. Students not eating breakfast will enter the building at 8:45am. Please see the school menu each month for offerings and prices.

Cell Phones, Electronic Devices, and Smartwatches

All student personal cell phones/electronic devices/smartwatches shall be turned off and put away in his/her backpack while on school property. In the occasional instance in which a caregiver needs to contact a child, or vice versa, the school office phone must be used. Student email, cell phones, electronic devices, and smartwatches should not be used to communicate with families during the school day.

Contents of cell phones or electronic devices may be searched if there is suspicion that it may have been used in an activity prohibited by the Code of Conduct. If illegal activity is suspected, the device will be turned over to the Lakewood Schools Security Office and/or the Lakewood Police Department. The district, the school and its staff are not responsible for devices that are damaged, lost, or stolen when brought to school or after being confiscated for violation of this policy.

The Lakewood City School District provides electronic devices (ex. Chromebooks, iPads) for students to use for educational purposes. Use is subject to the Acceptable Use Policy. Misuse of technology will be subject to the consequences in the following technology behavior matrix:

Lakewood City Schools Elementary Technology Behavior Matrix				
	Off-Task Behavior	**Harmful Behavior**	**Physical Abuse of Equipment**	**Digital Citizenship & Safety**
Examples	Changing settings Unrelated websites Sharing passwords Manipulating others' computers or work Improper handling	Bypassing filters Accessing or using inappropriate, obscene or violent content or language Hacking Disrupting service to computers (ex. deleting software)	Attempted or actual damage to keyboard, screen, etc. Theft	Sending harmful, mean messages Pranking Sharing or posting information Causing embarrassment and humiliation
1st Offense	Warning Possible seat change	Loss or limited access to computer for specified time caregiver contact by teacher	Meeting to review expectations with student and stakeholders Loss or limited access to computer for specified time	Refer to Lakewood City School District's Harassment, Intimidation, Bullying policy. Some cyberbullying crosses the line into criminal behavior. Behavior may result in referral to law enforcement.
2nd Offense	Loss or limited access to computer for specified time caregiver contact by teacher	AUP assignment from principal Loss or limited access to computer for specified time	Monitored setting for computer usage for specified time (ex. 1:1 supervision during recess)	
3rd Offense	AUP assignment from principal Loss or limited access to computer for specified time	Conference with administrator or DARE Officer	Use of paper/pencil assignments in lieu of computers for specified time	

Notes:

- Monetary compensation may be charged at ANY level/offense for physical or technology damage and repair
- This is an adapted version of the district's Acceptable Use Policy (AUP) and board policy 7540.07, which can be found on our district website

Communication

E-Mail: The Lakewood School District provides access to email for education purposes as well as to enhance home/school communication during the staff members working hours. While email may be an efficient way of communicating, it should not be assumed that any email correspondence is entirely private and confidential. However, the District undertakes a number of measures to ensure the security and integrity of its technological resources.

School Newsletter: Each school sends a monthly e-newsletter to families to inform them about recent activities in the school. School news from the principal, various staff members, PTA/PTO and other reports are shared. The newsletter is also posted on the school website.

Teacher Communication: Teachers use various methods to communicate with caregivers. It is important to check your child's book bag every evening for important communications.

Crossing Guards

Adult school guards are provided by the Lakewood Police Department and are under that department's direction. Crossing guards are stationed to ensure the safety of all children.

D.A.R.E. Program

The D.A.R.E. program is presented to all fifth graders by the Lakewood Police. D.A.R.E. stands for Drug Abuse Resistance Education. D.A.R.E is a drug abuse prevention education program designed to equip elementary, middle and high school children with knowledge about drug abuse, the consequences of abuse, and skills for resisting peer pressure to experiment with drugs, alcohol and tobacco.

Fees

Each child receives a fee slip for her/his grade level in the fall. Please return fee slips as soon as possible. Checks and money orders must be made payable to: Lakewood City School District. Cash will be accepted only if it is the exact amount. School fees can also be paid online at lakewoodcityschools.org and click on PaySchoolCentral. If fees cannot be paid promptly, payment arrangements can be made by calling the school office. Caregivers who are eligible for the waiver of student fees should complete and return the appropriate form as soon as possible.

Field Trips

Throughout the school year, teachers plan various field trips that relate to the curriculum. In order to go on each field trip, students must have written permission from a caregiver/guardian. For many field trips there is a cost for entrance, which is the responsibility of the family. The cost of transportation for field trips is the responsibility of the school district. In some cases PTA, PTO or other creative budgeting means may be used to fund field trips.

Lost and Found

Student items should be labeled. The school is not responsible for lost/stolen items. In the case of a lost item please check our lost and found directly outside of the main office door. Students should not bring the following to school: toys, collector cards, electronic games, valuables, makeup, etc.

Lunch

Students may pack a cold lunch or buy a hot lunch, and lunches are not to be shared. Please see the school menu for offerings and prices. In home packed lunches, beverages and foods should be in containers and packages which provide each child with independence for self-serving and consumption. Gum is not allowed at school; please do not include it in your child's lunch. Students may purchase a snack for an extra fee. On the district website, Nutrition Services contains a wealth of information, including elementary snack options, dietary information, free or reduced lunch applications and information about setting up EZpay for students. On special occasions, families may wish to bring lunch or have lunch with their child. Please contact the office ahead of time as a space in the office will need to be reserved.

Restricting Meal Accounts in PaySchools

Parents have the option to set restrictions on their child's meal account through PaySchools. These restrictions help ensure that students can only purchase specific items according to your preferences. The available restrictions include:

- **Preventing the purchase of ala carte items** (snacks, ice cream, etc.)
- **Preventing the purchase of second lunches**
- **Preventing the purchase of breakfast**
- **Setting a daily dollar spend limit** to control how much your child can spend each day

If you would like to set any of these restrictions for your child's meal account, please contact one of the following Nutrition Services Admin:

- **Julie Bartell**
  Assistant Supervisor of Nutrition Services
  Email: Julie.Bartell@lakewoodcityschools.org
  Office Phone: 216-529-4480
- **Jacob Green**
  Supervisor of Nutrition Services/Dietitian
  Email: Jacob.green@lakewoodcityschools.org
  Office Phone: 216-529-4156

Moving

You are responsible to notify the office when you move. This will facilitate you getting timely mailings. If you should move to another school district, it is necessary to sign the Records Release Form authorizing the school to forward academic records to the new school.

Parent/Caregiver Notification and School Information

At the beginning of each school year, you are required to update student emergency contact forms online through the Online Registration through Infinite Campus program. This is a very important document as the numbers on this form are used to contact you should it be necessary. **Please inform the office immediately of any changes in your information.**

Parent/Caregiver-Teacher Conferences

Caregiver-Teacher Conferences are held to discuss your child's progress after the end of the first grading period.

Party Invitations

Please do not send invitations to children's parties to school to be distributed. It is recommended that caregivers get to know your child's friends and their families, making exchanging invitations natural and convenient.

Physical Education

All children must have a pair of athletic shoes for all physical education activities. When the weather permits, physical education may be held outdoors. A written excuse from a caregiver/guardian is required if a child is unable to take physical education on a particular day. Recess activities will also be limited for that day. A doctor's excuse is required for a prolonged period of absence from physical education and recess.

PTA

Horace Mann has a very active and involved PTA. You can join our PTA and/or find out about school events by emailing; ptahoracemannelementary@gmail.com

Recess

Children will have outdoor recess unless the temperature or wind chill is below 19 degrees, it is raining, or the principal makes a determination for any other reason (i.e., snow, ice, etc.). **Please have children dress appropriately for the weather as all will go outside when the weather allows.** Toys, balls, cards, etc., should not be brought to school to use during the lunch hour or recess.

Schoolpool

Lakewood offers a free program called *Schoolpool* to help families connect for shared travel to and from school—whether walking, biking, or driving. This service is part of Gohio Commute and provided through a partnership with NOACA. It's designed to reduce traffic, promote safety, and support community connections. Participation is optional and only open to the elementary families at each building. To access your school's unique Schoolpool link, please contact your Family Resource Coordinator.

Student Release

To ensure the safety of your child, students will only be released to those that are designated on the student information contact list. In addition, identification may be required upon request.

Student Activities

Throughout the school year, teachers and other staff members offer a variety of options to participate in after-school activities. These may include, but are not limited to: K-kids, 5th grade basketball, Girls on the Run etc.

Student Fundraising

Students may not seek donations or buy/sell goods for individual profit, school-sponsored fundraisers, or other causes during the school day or at school-sponsored functions.

Telephone Landline

Lakewood City Schools uses a Voice Over Internet Protocol phone system. If the phone system is not functioning, a land line is available, and the number at Horace Mann is: 440-941-9374. This line is not answered or monitored when the main phone line is working properly.

Treats and Celebrations

Should you choose to send a treat for a special occasion, families must schedule it with the classroom teacher ahead of time, and drop the treat off at the office. The teacher may set aside a few minutes for the treat, or they may send it home. For the health and safety of our students, treats must follow these guidelines:

- **The treat must be small, individually wrapped, and store bought.** This allows us to avoid concerns over food allergies because the ingredients are listed on the package.
- Treats should not require utensils, paper products, or need refrigeration. Treats that need to be cut into pieces are not acceptable.Families should consider sending a favor or small trinket instead of food.
- Please save decorative items (balloons, flowers, etc) for your home.
- **We reserve the right to refuse a treat that does not follow these guidelines.**

Should you have specific concerns about your child's allergies, please consult the health information section

and/or the school health aide.

Unauthorized Absences-Vacations

Taking a student out of school for a vacation is an unauthorized absence that is subject to the requirements and consequences of House Bill 410 (see Attendance). Be mindful that it is not possible for elementary students to make up the instruction they have missed, as much of their instruction is interactive.

Visitor Procedures

Visitors will be greeted via intercom outside of the building. Upon entrance, the visitor must report directly to the school office to sign-in at the SchoolPass kiosk (ID required). A sticker badge will be printed and must be worn by the visitor at all times on campus. At the completion of the visit, visitors must sign out in the office. All meetings must be pre arranged with the teacher or staff member.

Health Services and Guidelines

Health personnel are available on a daily basis. The purpose of health services at school is to perform screenings as scheduled, assess illnesses and injuries, give first aid as needed, assist with medical needs and medications, to notify caregivers and give advice about medical attention if necessary.

Children entering school are required to have immunizations according to the State of Ohio Immunization Requirements. These include DTP (diphtheria, tetanus, and pertussis), MMR (measles, mumps, and rubella), Polio vaccine, Hepatitis B, and Varicella (chicken pox).

During the school year, several screenings are done to ensure the good health of our students. These include vision, hearing, dental, speech/language, and physical screenings. If you do not want screenings done, please notify the principal.

A primary goal is the prevention and control of contagious illnesses. The following guidelines are in place to protect all of our students:

- A student should be free of vomiting, diarrhea, and fever (temperature over 100.4) for **24 hours** before returning to school in order to prevent the spread of illness to others. If your child is ill in the morning before school, keep her/him at home.
- A physician must evaluate a rash, and if medication is ordered for a contagious condition, **24 hours** of treatment must be complete before returning to school. The child must bring a note from the doctor stating that the rash is not contagious.
- Strep throat, conjunctivitis (pink eye), ringworm, impetigo, and other skin infections must be treated as prescribed by your physician for at least **24 hours** before your child may return to school; after returning to school, areas should be covered until healed.

These guidelines are suggested for the good of all students. A child who returns to school before being completely well runs a greater risk of infecting others. Illness such as chicken pox, flu, and strep could be serious and possibly life threatening to some students. We strive to keep children healthy and with your help, school can be a healthy place.

Medication Administration Procedures

Students who are to take medication at school are required to:

1. Return a completed Caregiver Request and Authorization to Administer a Prescribed Medication/Drug or Treatment Form #5330 F1 (available in school office or District website).
2. The student who has been diagnosed with asthma must have caregiver/guardian and physician complete the Authorization for the Possession and Use of Asthma Inhaler/Other Emergency Medication(s) Form #5530 F3 (available in school office or District website). **Ohio's Inhaler Law:** permits students to carry their own inhalers.Students using inhalers must follow the same guideline required above. The Authorization for the Possession and Use of Asthma Inhaler/Other Emergency Medication(s) Form #5530 F3 must be completed to ensure that the student and school personnel know what to do if the inhaler fails to operate.
3. If your student has a severe allergy and will have an epipen at school, please provide the Authorization to Possess and Use an Epipen (Epinephrine Auto Injector) Form#5330, as well the Allergy Action Plan to the school. If your child plans to carry an epipen during the school day, you must provide a second epipen that will be locked up in the schools health center (available in school office or District website).

These policies are for **any medication,** prescription and over-the-counter medicines. We will not administer any medication at school or on school field trips without a Caregiver Request and Authorization to Administer a Prescribed Medication/Drug or Treatment Form #5330 F1 Completed and signed by the caregiver/guardian and physician. For further information, the full policy can be reviewed on the district website at lakewoodcityschoools.org

District Policies and Procedures

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

<u>Our Goal</u>

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

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-aLikes - 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.

Civility: Board Policy 8105

Maintaining an environment supportive of learning and free of disruptive conduct is important to the success of our children's education. To further this goal, it is the intent of the district to promote, through this policy, **mutual respect, civility and orderly conduct** among the district employees, caregivers/guardians, students, and members of the public. It is also the intent of this policy to encourage positive communication and to discourage disruptive, volatile, hostile or aggressive communications or actions. Furthermore, this policy is intended to maintain a safe, harassment-free environment for teachers, students, administrators, other staff, caregivers/guardians and the public. It is not the intent of the district to deprive any person of his/her right to freedom of expression. Furthermore, it is not the intent of the district to deprive any person of his/her rights and/or responsibilities under law, other policies of the Board of Education, collective bargaining agreements and/or administrative guidelines. The district encourages the public's cooperation with and adherence to this policy.

Closing of School/Emergency Closings

- When school must be closed for weather conditions or an emergency, the official announcement will be broadcast over local radio and/or television stations. Additionally, you will be contacted by a “Blackboard Connect” phone call.
- Should severe weather occur while students are in school, caregivers will be notified via “Blackboard Connect” and/or text messages.
- DO NOT CALL THE SCHOOL as telephone lines must be kept open for emergency calls.
- Please note that caregivers and guardians have the option of keeping their children home in bad weather, even when schools remain open. That day will be regarded as an excused absence for the student and they will be allowed to make up all work without penalty.

Dress Code

A. SAFETY

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

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

B. ACCEPTABILITY

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

C. PHILOSOPHY

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

D. VALUES & BELIEFS

Our values and beliefs are:

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

E. GOALS OF OUR STUDENT DRESS CODE

Our student dress code aims to accomplish several goals:

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

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

F. DRESS CODE BASICS

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

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

2. Students Must Wear:

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

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

3. Students May Not Wear:

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

BOE approved 2/22/2022

Please refer to applicable sections as they pertain to the grade level of your child(ren).

All students and members of our school communities deserve to feel safe, welcomed, and included. It is on all of us to work together to prevent firearm violence and to avoid the harm and tragedy that shootings of any kind can cause in the spaces in which we live, learn, work, and play.

Safe firearm storage is one of many preventative actions that you can take in keeping our school community and school buildings and grounds safe. When firearms are stored safely, it can help prevent them from getting into the hands of children and teens, who may use them to, intentionally or unintentionally, harm themselves or others. Safe storage can go a long way in preventing lives from being lost or permanently altered. If you have firearms in your home or if your child spends time in a space where firearms are present, there are important steps that can be taken to keep firearms secured and out of reach of unintended users.

Firearm-Related Injuries and Deaths: A Problem We Must Solve Together

Firearm-related injuries and deaths are a public health crisis that communities across the nation face every day:

- Since 2018, there have been more than 100 school shooting incidents per year in our country and those numbers have steadily increased.[i]
- Approximately three-quarters of perpetrators in school-based active shooter situations acquired their firearm from the home of a parent or close relative.[ii] This illustrates the close connection between your role as families, caregivers, and guardians and the role of Lakewood City Schools in keeping students safe while on school grounds.
- However, this issue goes beyond school-based active shooter situations and includes a variety of firearm injury types, including interpersonal violence, suicide, and unintentional fatal and nonfatal firearm injuries.[iii]
- More than 4 million children live in a household with at least one unlocked and loaded firearm.[iv] Studies have found that households with both locked firearms and locked ammunition have significantly lower risks of self-inflicted firearm injuries and even lower risks of unintentional firearm injuries among children and teens compared to households that did not safely store firearms.[v]

Safe Firearm Storage: Actions to Take to Keep Our Communities Safe

Safe firearm storage can help prevent and minimize the risk of firearm-related deaths and injuries. Everyone, both firearm owners and non-owners, has a role to play in building awareness of safe, responsible firearm storage. Below are simple, highly effective practices that can help to reduce firearm- related incidents in our community and help protect our kids. In addition to these practices, it is important to also engage children and adolescents in conversations about the dangers associated with using firearms and what to do and not do in the event they access a firearm, to prevent fatal or non-fatal injuries.

- **Safely Store Firearms:** Store firearms—always unloaded—in a tamper proof locked cabinet, box, safe, firearm vault, or storage case that children or other unauthorized adults cannot access.
- **Safely Store Ammunition:** Store ammunition in a separate, tamper-proof locked cabinet, safe, firearm vault, or storage case that children or other unauthorized adults cannot access.
- **Secure Firearms:** Use trigger locks or cable locks to prevent a firearm from firing. (More information can be found on the Safe Firearm Storage Fact Sheet, developed by the U.S. Department of Justice.)
    - Trigger locks use a mechanism that clamps down around the trigger or trigger housing to prevent it from being pressed (*Note: trigger locks should not be installed on loaded firearms*).
    - In a cable lock, a cable is threaded through the barrel or action of a firearm to prevent it from firing.

Lakewood City Schools remains committed to helping ensure the safety of our students and school community. We can all work together to promote awareness about how we can protect our children and our whole school communities by safely storing firearms and prevent tragedies from ever occurring. Thank you for being a partner in these efforts, and for helping reduce firearm-related injury and deaths in our community.

Sincerely,
Maggie Niedzwiecki, Superintendent

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i Riedman, D. (2023). K-12 School Shooting Database. https://k12ssdb.org/all-shootings

ii National Threat Assessment Center. (2019). *Protecting America's Schools: A U.S. Secret Service Analysis of Targeted School Violence*. U.S. Secret Service, Department of Homeland Security. http://bit.ly/3SfmSgw

iii National Center for Injury Prevention and Control, Division of Violence Prevention. (September 19, 2023). Fast Facts: Firearm Violence and Injury Prevention. Centers for Disease Control and Prevention. https://www.cdc.gov/violenceprevention/firearms/fastfact.html

iv Miller, M., & Azrael, D. (2022). Firearm Storage in U.S. Households With Children: Findings From the 2021 National Firearm Survey, *JAMA Network Open, 5*(2): e2148823.

v Grossman, D.C., Mueller, B.A., Riedy, C., Dowd, M.D., Villaveces, A., Prodzinski, J., Nakagawara, J., Howard, J., Thiersch, N., & Harruff, R. (2005). *Gun Storage Practices and Risk of Youth Suicide and Unintentional Firearm Injuries*. https://jamanetwork.com/journals/jama/fullarticle/200330.

Helpful Resources

More information about safe firearm storage and practices can be found below. Please feel free to read and share with family, friends, and neighbors.

This list below is included for the reader's convenience and contains examples of potentially useful products and resources. Inclusion of such information does not constitute an endorsement by the Department or the Federal government, nor a preference/support for these examples over others. The Department does not control or guarantee the accuracy, relevance, timeliness, or completeness of any outside information. Customize this entire form field to only include the resources that you would like to feature in the final letter disseminated.

- Safe Firearm Storage Fact Sheet, U.S. Department of Justice
- Preventing Mass Attacks in Our Communities Webinar, U.S. Secret Service National Threat Assessment Center
- Securing Your Firearm and Explaining Gun Safety to Kids, Project Childsafe
- Be SMART, Guide to Secure Gun Storage Devices, Which States Have Child-Access and/or Secure Storage Laws?, Solutions: Secure Gun Storage, Everytown for Gun Safety Support Fund
- Secure Storage of Lethal Means: Keeping Children and Families Safe, Sandy Hook Promise
- Understanding Firearm-Related Injury and School Violence Podcast Series, Institute for Firearm Injury Prevention
- End Family Fire, Brady United Against Gun Violence

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