

# **Lakewood High School**

## **Student Handbook**

### **2022-2023 School Year**

9331 Lancers Road SE, PO Box 70

Hebron, Ohio 43025

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## **Principal's message - 2022-2023 school year**

Dear Parents and Students,

Welcome to the 2022-2023 school year. I am proud of how all Lancers answered the challenges of the last school year and I truly believe that 22-23 will be one of our best years yet. We have an important year ahead of us at Lakewood High School. We are continuing to expand resources for our students so they can take advantage of opportunities to find their path in life after graduation. In addition to traditional high school courses, students can pursue internships, industry credentials, work based learning and AP and CCP coursework. Graduation and the next phase of our students' lives are just around the corner, we want to ensure our students leave here ready to take on the world.

We have two new staff members this year. Ms. Charlotte Mahoney will be taking Mrs. Kleemeyer's place as our new Spanish teacher. In addition, we will be welcoming a new math teacher to LHS. Please take the opportunity to welcome both teachers as you see them during our first couple days of the school year.

Mr. Clark and the rest of the building custodial and maintenance crew have been hard at work cleaning, painting, waxing and mowing in and around the building to make sure it is ready to go for the 2022-23 school year.

This handbook outlines various expectations and guidelines for students. By following these expectations and guidelines, our students help to create a safe and productive educational environment where all students become career and college ready. Please become familiar with the expectations and policies in this handbook. The LHS Student Handbook is available on our district website (<https://www.lakewoodlocal.k12.oh.us/Resources.aspx>) and in the Final Forms registration portal.

We continue to strive to foster a family atmosphere where all of our staff, students, parents and community members feel welcome, safe and valued at LHS. Once a student enters Lakewood High School they become part of our extended family. We want to work collaboratively to ensure that our students have the best learning environment possible. You can find important information on our district webpage, our building webpage, our counselors webpage, in your child's Class Google Classroom and on Progressbook. If you have any questions or concerns, please feel free to contact me at 740-928-4526 or email me at [kkrier@lakewoodlocal.org](mailto:kkrier@lakewoodlocal.org).

It is going to be a great year. GO LANCERS!

Kevin Krier, Principal

## **PURPOSE**

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

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

This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the status of the Board's policies and the school's rules as of June 2022. If any policies or guidelines referenced herein are revised after June 2022, the language in the most current policy or administrative guidelines prevails.

Current copies of all Board policies are available online at [www.lakewoodlocal.k12.oh.us](http://www.lakewoodlocal.k12.oh.us) and click on District/Board of Education.

## **MISSION STATEMENT**

We are a community of learners inspiring each student to explore, grow, and achieve.

## **VISION STATEMENT**

Lakewood...

- Integrity
  - Passion
  - Innovation
- ...Home

## **CORE VALUES**

The Lakewood Local Schools community values...

- The pursuit of excellence
- An unwavering belief in the potential of all students
- Partnerships among students, family, staff and community
- Trust and respect for all

- Honesty
- Safety and well-being

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

## **CONTACT INFORMATION**

Office Hours:	7:00 AM - 2:30 PM
Phone Number:	740-928-4526
Principal:	Kevin Krier kkrier@lakewoodlocal.org
Assistant Principal:	David Hayward dhayward@lakewoodlocal.org
Building Secretaries:	Chris Wogan cwogan@lakewoodlocal.org
	Penny Truex ptruex@lakewoodlocal.org

# **BELL SCHEDULES**

The student school day starts at 7:35 A.M. and ends at 2:20 P.M. Doors open for students at 7:25 A.M.

## **Regular Day Bell Schedule**

Early Warning Bell	7:30 AM
Period 1	7:35 - 8:22 AM
Period 2	8:26 - 9:10 AM
Period 3	9:14 - 9:58 AM
Period 4	10:02 - 10:46 AM
Period 5A	10:50 - 11:21 AM
Period 5B	11:25 - 11:56 AM
Period 6	12:00 - 12:44 AM
Period 7	12:48 - 1:32 AM
Period 8	1:36 - 2:20 AM

## **Two-Hour Early Release Bell Schedule**

Early Warning Bell	7:30 AM
Period 1	9:35 - 10:03 AM
Period 2	10:07 - 10:34 AM
Period 3	10:38 - 11:05 AM
Period 4	11:09 - 11:36 AM
Period 5A	11:40 - 12:10 PM
Period 5B	12:14 - 12:44 PM
Period 6	12:48 - 1:16 PM
Period 7	1:20 - 1:48 PM
Period 8	1:52 - 2:20 PM

## **EOC Testing Schedule**

Testing	7:35 - 10:15 AM
Period 1	10:35 - 10:54 AM
Period 2	10:58 - 11:17 AM
Period 5A	11:21 - 11:51 AM
Period 5B	11:55 - 12:25 PM
Period 3	12:29 - 12:48 PM
Period 4	12:52 - 1:11 PM
Period 6	1:15 - 1:34 PM

**Period 7**                      **1:38 - 1:57 PM**

**Period 8**                      **2:01 - 2:20 PM**

## **SCHOOL CANCELLATIONS**

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

# A. ACADEMICS

## GRADING SCALE

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

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

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

## ACADEMIC TERMS

First Nine Weeks Concludes on	October 13, 2022
Second Nine Weeks Concludes on	December 16, 2022
Third Nine Weeks Concludes on	March 17, 2023
Fourth Nine Weeks Concludes on	May 25, 2023

**Semester Classes** - Interim reports for each of the two nine weeks. Final grade is determined by two nine weeks grades plus exam grade. To pass the class, the student must pass two of three grades resulting in at least a D- average for the semester. **In addition, the student must take the exam or its equivalent and display acceptable effort.**

**Year Classes** - Interim reports each of the four nine weeks; grades each of the four nine weeks. First semester grade is determined by averaging the two nine weeks grades plus exam grade. The student must pass two of the three grades resulting in at least a D- to pass the semester. **In addition, the student must take the exam or its equivalent and display acceptable effort.**

The student must pass the second semester in order to pass a class, following the rules for first semester. The two semester grades must average a D- in order to receive credit for the class.

## **ACADEMIC BANKRUPTCY**

In claiming Academic Bankruptcy, students may repeat a class, and erase from their GPA and transcript, in which they have received a lower grade. Academic Bankruptcy is not available to be used for any weighted class.

## **ACADEMIC PRINCIPAL AND HONOR LIST**

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

## **ADVANCED PLACEMENT GRADES AND TEST FEES**

Students enrolled in Advanced Placement classes will receive a weighted grade based on a 5-point scale. Students will need to have their AP test fees paid before school is released for Spring Break. For the 2022-2023 school year that date is March 20, 2023.

## **SCHEDULE CHANGE POLICY**

Schedule changes will only be permitted for those students who failed a prerequisite for a scheduled class, for those students who attended summer school or for changes deemed necessary by the counselors and/or administration to maintain the educational process at L.H.S. Students dropping classes after the first two weeks of instruction will receive a failing grade for the course. Each student must schedule a lunch.

## **CREDIT FLEXIBILITY**

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

Flexibility was provided to students and educators to successfully meet these higher expectations. Implementation for Credit Flexibility began with the 2011-2012 school year. Credit Flexibility at Lakewood High School includes learning opportunities and experiences that occur outside the realm of a “normal” school day. We fully realize the educational nature of such ventures, and we encourage students to take advantage of these opportunities by offering credit based on their experiences. Any Credit Flexibility options need to be pre-approved by multiple parties if high school credit is to be earned. Credit Flexibility includes independent study, testing out/ demonstrated mastery, online coursework and other educational options including, but not limited to internships, educational travel, service learning and mentoring opportunities. See a school counselor to begin the application procedures.

## **CORRESPONDENCE COURSE**

Lakewood High School students may enroll in a correspondence course to retake a class that has been failed. All correspondence course tests and the final exam must be completed by May 12. This change of policy went into effect September 1, 1996.

## **COLLEGE CREDIT PLUS PROGRAM/CONCURRENT ENROLLMENT**

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

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

## **EARLY RELEASE WORK PROGRAM (OHIO MEANS JOBS READINESS SEAL)**

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

1. Enrollment in an approved work study program such as CBI, ITech, OMJ work study program etc.

2. Participation in off-campus CCP course or courses
3. Verifiable internship or externship for which credit can be awarded

- All required EOC points for Graduation earned or on track to earn all Graduation points.
- Student must maintain full time student status at LHS
- Meet the required amount of high school credits to be promoted to the next grade level with a GPA of 2.5 cumulative, must maintain 2.5 each quarter throughout the year
- Work/Internship/Externship-signed Work Release Contract
- Permission signed from parent/ guardian

## VALEDICTORIAN & SALUTATORIAN

In order to qualify for Valedictorian and Salutatorian, a student must have been a fulltime student at Lakewood High School for their Junior **and** Senior year.

- The selection of the Valedictorian and Salutatorian will take place at the end of the school year.
- The graduating Senior Student with the highest grade point average will receive the Valedictorian Award. If two or more students tie for the highest grade point average, duplicate Valedictorian Awards will be presented.
- The graduating Senior Student with the second highest grade point average will receive the Salutatorian Award. If two or more students tie for the second highest grade point average, duplicate Salutatorian Awards will be presented.
- See page 54 for how to calculate an Honors GPA.

Valedictorian and Salutatorian recognition will be granted only to students who have completed the courses that follow:

1. Four (4) units of English: English 9, 10, 11 (Two years must be Pre AP or AP English), Senior year the student must take one credit (unit) of college bound English electives
2. Two (2) units in the same Foreign Language

3. Four (4) units of Mathematics including two of the following courses: Geometry, Advanced Math, Calculus, or AP Calculus
4. Three (3) units of Science including two of the following courses: Biology II, Chemistry or AP Chemistry, Physics
5. All other requirements for graduation from High School
6. Advanced courses taken at public or parochial high schools and universities during summer or as part of the educational options program will count in the Honors Program
7. **No** courses taken through correspondence courses will be counted towards the above requirements.

## **PARENT-TEACHER CONFERENCES**

We will hold team/student led conferences highlighting individual student data. We have found that the data provides a comprehensive report of your child's progress. Please feel free to contact your student's teachers at any time if you have questions or concerns about their progress. In most cases, teacher email addresses are the first letter of their first name, then their last name followed by @lakewoodlocal.org, all lower case. An example would be, [kkrier@lakewoodlocal.org](mailto:kkrier@lakewoodlocal.org). You can find a comprehensive contact list for the LHS staff on the Lakewood Local Schools web page.

<https://www.lakewoodlocal.k12.oh.us/StaffDirectory1.aspx>

September 21, 2022                      3:30-6:30 pm

November 30, 2022                      3:30-6:30 pm

February 8, 2023                        3:30-6:30 pm

## **INSTRUCTIONAL MATERIALS**

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

## **B. GRADUATION REQUIREMENTS:**

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

### **CREDITS & COURSES**

You must complete and earn a state minimum of 20 credits in specific subjects. Additionally, you must receive instruction in economics and financial literacy and complete at least two semesters of fine arts. Your district may have more graduation requirements. Your school counselor has this information.

Take and earn a state minimum of 20 credits in specific subjects. The Lakewood Local School District requires 21 Credits for graduation.

<b>Courses</b>	<b>State Minimum</b>
English language arts	4 credits
Health	½ credit
Mathematics	4 credits
Physical education	½ credit
Science	3 credits
Social studies	3 credits
Electives	5 credits

**Other requirements:** You also must receive instruction in **economics** and **financial literacy** and complete at least **two semesters of fine arts**. Students will also need to complete at least **one information technology class** and a **careers class** at Lakewood High School.

## DEMONSTRATE LEARNING

**The Classes of 2023 and beyond will need to meet the criteria below to earn their high school diploma.**

Graduation Requirements that apply to the Classes of 2023 and beyond.

There are 3 prongs to meeting the requirements for graduation in this pathway:

- 1) Complete State/Local Credit requirements.
- 2) Show competency.
- 3) Show readiness.

**In addition to meeting all local credit requirements for graduation, all students must demonstrate “COMPETENCY”:**

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

OR

- OPTION 1: Demonstrate 2 Career-Focused Activities (at least 1 Foundational)
  - FOUNDATIONAL- Proficient scores on the WebXams, earn a 12-point credential, participate in a pre-apprenticeship or acceptance into an approved apprenticeship program.
  - SUPPORTING- Work-Based Learning, Earn the required score on WorkKeys, earn the Ohio Means Jobs Readiness Seal.

OR

- OPTION 2: Show evidence that the student has signed a contract to enter a branch of the U.S. Armed Forces upon graduation.

OR

- OPTION 3: Earn college credit for one college level math or English course through Ohio's free College Credit Plus program

OR

- OPTION 4: Earn a remediation free score on the ACT

**Next all students must demonstrate “Readiness”**

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

OHIO LIST:

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

LOCAL GRADUATION SEALS:

Community Service Seal, Fine and Performing Arts Seal, Student Engagement Seal

**INTERIM REPORTS**

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

**SPECIAL PROGRAMS**

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

- Speech/Hearing and Language Therapy
- Learning Disabled Tutoring
- Classes for Developmentally Disabled Students
- Psychological Services
- Classes for Learning Disabled Students
- Guidance Services

## **STUDENT TESTING**

**State testing:** In accordance with the Ohio Department of Education, Lakewood will administer End of Course assessments (EOC) near the end of the school year for first time test takers, and multiple times throughout the year for students who do not obtain a qualifying score. This testing applies to all students enrolled in Biology, English 9, English 10, Algebra 1, Geometry, American History and American Government.

**End of Course exam summer remediation:** The Ohio Department of Education offers an additional summer testing period during the month of July. Any student who does not pass an EOC assessment with a score of "3" or better has the opportunity for test specific classroom remediation followed by taking the assessment. Summer remediation and testing is not mandatory but highly encouraged. LHS has a very high success rate with students who participate. Remediation and testing dates are set by the Ohio Department of Education. Those dates will be communicated once we have the information.

## **C. ATTENDANCE**

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

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

### **EXCUSED ABSENCES AND TARDIES**

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

1. Personal illness
2. Appointment with a health care provider
3. Illness in the family necessitating the presence of the child
4. Quarantine of the home
5. Death of a relative
6. Work at home due to the absence or incapacity of a parent or guardian
7. Observance of a religious holiday
8. Out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity

9. Such good cause as may be acceptable to the Superintendent
10. Service as a precinct officer at a primary, special, or general election in accordance with the program set forth in Policy 5725
11. College Visitation
12. Medically necessary leave (ordered by a doctor)
13. Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
14. Absences due to a student being homeless

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

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

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

## Excessive Absences

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

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

A medically excused absence occurs any time a student is out of school due to illness or medical visit (physician, dentist, mental health, etc.). A medical excuse for personal illness will be accepted in the form of a doctor's note within five (5) school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit. A student may have up to ten (10) medically excused absences without a doctor's note but with a phone call from a parent/guardian. This policy will be extended beyond ten (10) days if the student or someone in the student's family is in quarantine due to a recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic.

## EXCUSED ABSENCE

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

## UNEXCUSED ABSENCE

Any time a student is absent from school for a reason other than those listed above for excused or medical/exempt absences, the absence will be considered unexcused. Failure to report your student absent and provide a parent note **(within 5 school days)** for otherwise excused absences will also result in those absences being permanently recorded as unexcused.

## TRUANCY/HABITUAL ABSENCE

Truancy is an absence involving willful violation of the state's school attendance law. A student who is habitually truant or absent will be subject to disciplinary action which can include a referral to juvenile court. Parents can also be held responsible by the court for truancy or habitual absenteeism. A student will be considered "habitually truant" under state law if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year. Once a student has met this criteria, the truancy officer will make three (3) good faith attempts to contact the **parent** and schedule an absence intervention plan. The plan can be implemented whether or not the parent is present. Once the plan is implemented, a sixty (60) day period will start. If during that 60 days the student misses thirty (30) consecutive hours, or forty-two (42) hours in a school month, the truancy officer can file a complaint with juvenile court. When a student of compulsory school age is absent from school with combined non-medical excused school absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered "excessively absent" from school.

## REPORTING AN ABSENCE

To excuse an absence:

1. The parent should call the school before 8:00 a.m. to notify the school that the student will be absent for the day (ORC 3332.05) at 740-928-4526. Failure to do so will cause an attendance telephone call to be made to the parent at home or at work.
2. On the first day back to school after any absence, the student will bring a **signed note from the parent** indicating the reason for the absence or tardy to the office.

3. The office will issue either an excused (green), or medical/ exempt (yellow) readmit slip to the student if the reason for absence is allowable under Board Policy. **A returning student is responsible for presenting this readmit slip to the teacher in each of his/her classes.** If the student returns to school without a signed note, the student will receive no readmit slip (unexcused), and make up work for credit may be denied.
4. When a student returns to class following an absence, it is his/her responsibility to present the applicable readmit slip to his/her teachers in order to clear the absence. All absences must be cleared within two school days, or be permanently recorded as unexcused. Consequently, the student may be denied makeup work for credit.
5. Students who miss school for medical reasons and appointments should provide the office with medical verification signed by the doctor. **Medical excuses will only be accepted up to 5 days following the medical appointment/treatment.** Absences not accompanied by the necessary phone calls/notes will be considered unexcused.
6. Eighteen-year-old students are not permitted to write their own notes to excuse absences or tardiness or to sign out of school without parent permission.

## **TARDY TO SCHOOL OR CLASS**

Students who arrive at their class after 7:35 a.m. are considered tardy. Students who are unexcused (no parent note, no medical or no pass) may be subject to disciplinary action. The following policy will be used to correct tardiness to school or class:

1st Offense: Warning

2nd Offense: Warning

3rd Offense: Behavioral Referral for an After-School Detention

4th Offense: Behavioral Referral for two After-School Detentions and the completion of a Student Attendance Contract and Monitoring Form

5th Offense: Behavioral Referral for a 2 hour Saturday School or equivalent consequence, revision of the Student Attendance Contract and Monitoring Form, and a parent meeting.

6th Offense: Behavioral Referral for a 4 hour Saturday School or equivalent consequence, revision of the Student Attendance Contract and Monitoring Form, and a referral to SHIFT(Diversionsary program through Licking County Probate-Juvenile Court)

7th Offense: Behavioral Referral for In-School Detention, revision of the Student Attendance Contract and Monitoring Form, a follow-up referral to SHIFT(Diversionsary program through Licking County Probate-Juvenile Court) and loss of driving privileges.

Students get a fresh start each 9 weeks.

Students who are tardy to school must report to the office upon their arrival (before going to class) to sign in. The student will be issued an excused or unexcused tardy based on the circumstances surrounding the tardy. **Tardy students who do not report to the office upon their arrival to school will not be admitted to class, and may be subject to disciplinary action.** Students who are tardy to school or class by 15 minutes or more are considered absent for that period.

## **EARLY DISMISSAL**

To be excused during the day a student must obtain an “early dismissal pass” from the office. Notes from parents need to be submitted in the office **BEFORE 1ST PERIOD** in order for an early dismissal pass to be issued. Otherwise, parents should plan to report to the office to sign their student out. An early dismissal pass will show the time that the student should be dismissed from class and should be shown to the teacher prior to being excused. Secretaries **WILL NOT** take early dismissals over the phone. In the case of an emergency call in, the administration alone reserves the right to permit a child to go home upon request of a parent or guardian. ***Students leaving campus must speak with office personnel prior to leaving. Students leaving without permission from the office staff are subject to disciplinary action. It is important to understand that all missed time from school counts toward the assigned attendance designation listed in H.B. 410.***

## **Educational Options Program**

Students have flexibility to log on during the day; however, there will be days when students are asked to Zoom or talk with teachers at specific times. Exact Zoom times will be determined by each course, but students can expect to Zoom with each core classroom teacher at least three times a week. To maintain good attendance, students should log on and engage in the curriculum every day and establish a structure and routine for learning. The expectation is that students stay on pace with their lessons by following the due dates listed in Edmentum. Attendance will be tracked through online

work completion in each assigned course and through attendance in Zoom meetings. If students are missing work, this equates to missed time in their attendance.

If students are experiencing difficulty in the Educational Options Program, an Academic Support Plan will be created. As part of that plan, students will be required to come into the building for set days/times to work on their courses and get additional support. This in-person support will also count towards their attendance.

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

If a child is sick, or there is a situation where the student will be "absent" for more than a day, parents are expected to email the school. The student will be responsible for completing work missed. Educational Options Program students will follow the same Lakewood Local guidelines for excused and medical absences.

### **Attendance-How will it be tracked?**

- Attendance in the Educational Options Program is based on assignment/assessment completion and student progress in the course. Students are expected to be "on pace" at the end of each week. This is indicated by a green bar in the Edmentum program. This means that students have completed all tutorials, assignments and tests by the required dates.

#### ***Missing assignments will result in missed time for student attendance.***

- Attendance at Zoom meetings will also count towards attendance. If a student misses the meeting, the length of time of the meeting would be docked from attendance. Ex. 40 minutes missed meeting on Monday would be entered in attendance as 40 minutes of school missed on Monday.

## **COLLEGE VISITATION POLICY**

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

## **PRE-PLANNED ABSENCES**

When a student anticipates missing 1/2 day or more of school he/she should bring a signed note from a parent explaining the reason for the anticipated absence and pick up a Pre-Planned Absence Form from the office. This form must be signed by all the student's teachers and then returned to the office at least one full day before the anticipated absence. Missing school or classes for a field trip does require that a PrePlan absence form be completed. **STUDENTS RECEIVING TWO (2) UNAPPROVED CHECKMARKS ON A PRE PLAN WILL NOT BE EXCUSED/PERMITTED TO PARTICIPATE IN THE FIELD TRIP. STUDENTS ARE RESPONSIBLE TO MAKE-UP WORK MISSED DURING THE PRE-PLANNED ABSENCE. ASSIGNMENTS PROVIDED PRIOR TO ANY ABSENCE ARE DUE IMMEDIATELY UPON THE STUDENT'S RETURN TO SCHOOL.**

## **ILLNESS WHILE IN SCHOOL**

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

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

## **MAKE UP WORK**

If an absence is excused or medical/exempt, the student is permitted to complete and receive credit for work or assignments missed during the absence. Generally, a student will have an amount of time equal to the number of days of absence to make up work missed (this does not apply to prearranged absences). Teacher discretion may be used to extend this time if appropriate. It is the ***student's responsibility*** to find out what school work was missed and to make the necessary arrangements to complete it with each individual teacher.

**ASSIGNMENTS PROVIDED PRIOR TO ANY ABSENCE ARE DUE IMMEDIATELY UPON STUDENT'S RETURN TO SCHOOL.** Whenever the office designates a past absence as

unexcused, the student may not be allowed to make up any missed assignments, class work, quizzes, tests, etc.

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

## **SCHOOL'S RIGHT TO CHALLENGE EXCESSIVE ABSENTEEISM**

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

## **D. DISCIPLINE**

### **BELIEF STATEMENT**

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

It is expected that every LHS student should be where they are scheduled to be and when they are scheduled to be there, be dressed appropriately, be prepared for class, treat others with respect, and conduct themselves in a manner that will maximize their learning opportunities. Students who are successful in achieving these goals will have no issues with school discipline and have the greatest opportunities for academic success.

Students who violate school rules or procedures may be disciplined according to the severity of the act. **The School District will have no tolerance for violent, disruptive, disrespectful, or inappropriate behavior.** A parent will be notified whenever a teacher or administrator feels it is appropriate. Other intervention strategies, which are available, are listed in the following pages.

This Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes:

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

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

Violations of the Lakewood High School Code of Conduct will be separated into a major or minor violation. Listed on the following page are some **examples**:

Minor violations	Major violations
<ul style="list-style-type: none"> <li>● cell phones</li> <li>● cheating</li> <li>● dress code violation</li> <li>● electronic devices/media</li> <li>● hallway, cafeteria, assembly disruption</li> <li>● misuse of a hall pass</li> <li>● profanity</li> <li>● public display of affection</li> <li>● skipping a class 1st violation</li> <li>● sleeping in class</li> <li>● tardiness</li> <li>● unauthorized area of school</li> <li>● unauthorized items in school</li> <li>● inappropriate attitude</li> <li>● inappropriate comments / acts</li> <li>● unpreparedness</li> <li>● missing / incomplete homework</li> <li>● out of assigned area</li> <li>● throwing objects in class / hall / café</li> <li>● unpreparedness, incomplete or no work</li> <li>● Inappropriate use of restroom facility/multiple students in a stall</li> </ul>	<ul style="list-style-type: none"> <li>● assault, battery, unauthorized touching</li> <li>● dangerous weapons and instruments</li> <li>● degrading acts</li> <li>● disruption of school</li> <li>● fighting, unauthorized touching</li> <li>● forgery</li> <li>● harassment, intimidation, bullying, dating violence</li> <li>● hazing</li> <li>● inducing panic</li> <li>● insubordination, refusing to work or comply</li> <li>● narcotics, alcoholic beverages, and drugs</li> <li>● plagiarism</li> <li>● disrespect or profanity directed toward staff</li> <li>● setting or attempting to set a fire</li> <li>● sexual harassment</li> <li>● theft</li> <li>● threats</li> <li>● tobacco/Vape/Juul</li> <li>● truancy</li> <li>● vandalism</li> </ul>

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

### **ASSAULT / BATTERY / UNAUTHORIZED TOUCHING**

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

### **BEHAVIOR AT SCHOOL EVENTS**

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

### **SELLING / BUYING/TRADING ITEMS IN SCHOOL**

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

### **CELL PHONES / ELECTRONIC DEVICES / AUDIO OR VIDEO RECORDING DEVICES**

Cell phone or personal electronic device use by students is to be limited to before school, in between classes, after school, and during lunch. Use of cell phones/ electronics during any class period, or in the library, other than educationally-based use directed by the classroom teacher or librarian may result in disciplinary actions. **Phones or devices that are visible or audible during classes, or in the library are considered to be "in use."** Failure to relinquish phones or electronic devices to staff upon request may result in disciplinary action. Administrators reserve the right to only release confiscated items to parents. Additionally, the administration reserves the right to examine any student's cell phone/picture phone for violations of the conduct code, board policy, or

the Ohio Revised Code. Students who convey cell phones/picture phones to school should entertain no expectation of privacy concerning his/her cell phone/picture phone. School personnel will not pursue the recovery of phones/devices that are lost or stolen during the school day. **Due to the disruptive nature of actual cell phone calls, all calls are to be made in the office with permission from office personnel.**

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

1st Offense: Loss of cell phone privileges for the day.

2nd Offense: Loss of cell phone privileges for the day and an After-School detention.

3rd Offense: Loss of cell phone privileges for the week and an After-School detention.

4th Offense: Loss of cell phone privileges for the week and a 2-hour Saturday detention.

5th Offense: Loss of cell phone privileges for the Quarter, a 2-hour Saturday detention or equivalent,, a Parent meeting and completion of the Student Cell Phone Contract.

6th Offense: Loss of cell phone privileges for the Semester, a 4-hour Saturday detention or equivalent, and revision of the Student Cell Phone Contract.

7th Offense: Loss of cell phone privileges for the remainder of the current school year.

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

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

## **CHEATING**

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

## **COMPLIANCE WITH DIRECTIONS / INSUBORDINATION**

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

## **DAMAGE TO PRIVATE PROPERTY**

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

## **DAMAGE TO SCHOOL PROPERTY**

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

## **DANGEROUS WEAPONS & INSTRUMENTS**

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

## **DEGRADING ACTS**

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

## **DISRESPECTFUL COMMENTS / ACTIONS TOWARD STAFF**

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

## **DISRUPTION OF SCHOOL**

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

## **FALSE INFORMATION**

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

## **FIGHTING / BATTERY UNAUTHORIZED TOUCHING**

Students involved in fighting, hitting, slapping, punching, **inciting/instigating** a fight or making menacing threats in school or at school sponsored events or activities may be assigned in-school detention or suspended from school based on the severity of the act. This applies to all participants, regardless of who initiates the fight. Acts deemed to be vicious and physically unprovoked may be turned over to the Sheriff's Department for possible charges.

## **FORGERY**

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

## **HAZING**

No student or group of students shall take part in an act done to haze by way of initiation, or to harass by ridicule, criticism, derogatory or racial comment.

## **INAPPROPRIATE LANGUAGE / GESTURES / WRITING**

The use of improper, socially unacceptable, profane or lewd language, gestures and inappropriate inferences in school or at school activities is strongly prohibited. Offenders may be excluded from classes, events and/or be subject to other disciplinary action. The same behavior expressed in written form is also prohibited and carries the same consequences as if it were spoken.

## **INDUCING PANIC**

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

## **INTERNET USE / VIOLATION OF AUP**

Students may have access to the Internet and the World Wide Web to support research that is relevant to educational and school projects. Before this is possible, each parent and student must read, sign, and agree to adhere to the Acceptable Use Policy (AUP) agreement. The AUP will be issued by the office or the classroom teacher as a separate document. Misuse or abuse of this policy or guidelines set in the Academic Assist (AA) classroom is considered a major infraction, which may result in the loss of internet access, as well as disciplinary and/or legal action.

## **HEADPHONES / EARBUDS**

For safety purposes headphones and ear buds are not allowed to be worn in the hallways. Students may use headphones or earbuds in the classroom for educational purposes with the approval of the classroom teacher. Earbuds / and or headphones are only allowed in Academic Assist (AA) classrooms attached to school devices. Air Pods are only allowed to be attached to school devices and approved apps, & websites in Academic Assist (AA) classrooms

## **NARCOTICS, ALCOHOLIC BEVERAGES & DRUGS (INCLUDING COUNTERFEIT)**

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

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

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

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

school for ten (10) school days and be referred to the Sheriff's Department and Juvenile Court. On the second incident the student will be recommended to the Superintendent for expulsion from school (80 school days). **The same penalties apply to drug-of-abuse instruments or paraphernalia.**

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

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

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

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

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

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

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

substance as a controlled substance (fraudulent drug advertising) is a felony of the fourth degree, and a felony of the third degree for subsequent offenses.

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

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

## **OFFENSIVE / PORNOGRAPHIC MATERIAL**

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

## **PLAGIARISM**

Plagiarism is defined as “using someone else's ideas or phrasing and representing those ideas or phrasing as your own, either on purpose or through carelessness.” If a student is discovered plagiarizing, the teacher will confer with him/her privately to determine the reason for the behavior and work with the student to redo that assignment or an alternative assignment as well as teach the student ways to avoid plagiarism in the future. The teacher will inform the parent of the incident. Plagiarism may result in academic and disciplinary actions and may include loss of credit, redoing the assignment, loss of credit for the grading period, failure for the year or additional disciplinary actions.

## **PUBLIC DISPLAY OF AFFECTION**

Lakewood High School is not the appropriate place to display public affection. (Holding hands, hugging, kissing, close contact, etc.) This also includes after school events. This may result in disciplinary action on the first offense.

## **REPEAT VIOLATIONS**

Multiple violations of the same provision in the Student Code of Conduct may result in progressive discipline action.

## **SETTING OR ATTEMPTING TO SET A FIRE**

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

## **SEXUAL HARASSMENT**

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

## **THEFT & VANDALISM**

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

## **TAUNTING / HARASSMENT / INTIMIDATION / BULLYING / DATING VIOLENCE**

Harassment, intimidation, or bullying of any student on school property (including school buses) or at school-sponsored events is strictly prohibited in accordance with HB116. Harassment, intimidation, and bullying are defined as: Any intentional written, verbal, cyber, or physical act that a student has exhibited toward another particular student more than once and the behavior both causes mental or physical harm to the other

student, and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. As this is a serious matter, consequences for infractions in this category include suspension, expulsion, or possible referral to law enforcement. Suspected or alleged violations of this policy or incidents of dating violence must be reported to the principal or assistant principal in person or in writing (signed or anonymous) as soon as possible. Bullying incidents may be reported from the student drop down menu at <http://www.lakewoodlocal.k12.oh.us>, or by calling 740-928-6616. Making false reports to building administration is considered grounds for disciplinary action.

## **THREATS/MENACING**

No student shall intentionally, through written or verbal means, threaten another student, obtain money or property by violence, threat of violence, or force someone to do something against his/her will by force or threat of force. Threats of any kind cannot and will not be tolerated. This includes attempts at humor, verbal, written or actions (gestures) which can be construed as hurtful or vindictive. Making threats to someone may result in disciplinary action.

## **TOBACCO**

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

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

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

1st Offense:	5 Day In-School Detention, completion of Vaping Prevention Program, and submit a report to the Prosecuting Attorney of Licking County
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- 2nd Offense: 7 Day In-School Detention, referral to SHIFT, implement Check-In process and submit a report to the Prosecuting Attorney of Licking County.
- 3rd Offense: 10 Day In-School Detention, Second referral to SHIFT, Monitor Check-In process and submit a report to the Prosecuting Attorney of Licking County
- 4th Offense: 10 Day Out-of-School Suspension, Monitor Check-In process and submit a report to the Prosecuting Attorney of Licking County
- 5th Offense: 10 Day Out-of-School Suspension with a Recommendation for Expulsion and submit a report to the Prosecuting Attorney of Licking County

## **USE OF PROFANE OR ABUSIVE LANGUAGE**

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

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

## **DESCRIPTION OF DISCIPLINARY ACTIONS**

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

A parent will be notified whenever a teacher or administrator feels it is appropriate. Other intervention strategies, which are available, are listed.

**As the Administration recognizes that not all forms of disruption can be covered in this handbook, the Administration retains the right to add or detract penalties that may**

**have or have not been covered in this code. Our objective is to provide a safe and challenging atmosphere conducive to quality learning.**

The building principal is charged with the proper enforcement of discipline in the total school setting. He/She has the discretionary authority to apply or authorize other certificated personnel to use the following disciplinary measures to correct pupil behavior:

## **RESTITUTION**

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

## **AFTER SCHOOL DETENTION**

After school detention will be held on Tuesday or Thursday from 2:20 p.m. - 3:00 p.m. Failure to attend may result in additional disciplinary action such as Saturday School. Student work schedules, athletic events and transportation problems are not acceptable excuses to miss detention.

## **AM / PM DETENTION**

Students assigned AM or PM detention will spend ½ of their school day including their lunch in, In School Detention. AM/PM detention is a highly structured environment, and student work completed while in AM/PM detention is accepted for credit. Classes missed due to days assigned to AM/PM detention are not counted as absences.

## **LUNCH DETENTION**

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

## **SATURDAY SCHOOL**

Saturday school is a two or four-hour study hall, which meets on Saturday morning from 8:00 a.m. to 10:00 a.m. or 12:00 p.m. respectively. Saturday School rules are available in the school office. If a student misses a Saturday School the following penalties may be issued as follows:

1st Offense Double the time missed

2nd Offense In-School Detention

Students who are disruptive in Saturday School may be assigned additional days of Saturday School, community service, or In-School Detention.

## **WEDNESDAY SCHOOL**

Wednesday school is a two or four-hour study hall, which meets on Wednesday afternoon from 2:20 p.m. to 4:20 p.m. or 6:20p.m. respectively. Wednesday School rules are available in the school office. If a student misses a Wednesday School the following penalties may be issued as follows:

1st Offense: Double the time missed

2nd Offense: In-School Detention

Students who are disruptive in Wednesday School may be assigned additional days of Wednesday School, community service, or In-School Detention.

## **SOCIAL PROBATION**

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

## **IN SCHOOL DETENTION (ISD)**

ISD is offered as an alternative to Out-of-School Suspension when appropriate. ISD is a highly structured environment, and student work completed while in ISD is accepted for credit. Classes missed due to days assigned to ISD are not counted as absences.

Students who are disruptive in ISD or otherwise fail to meet standards of conduct may be assigned additional days of ISD or be suspended/expelled from school and/or be referred to law enforcement for possible charges. If a student is sent home (emergency removal or OSS) because they were not able to follow the procedures in the ISD room they may complete their ISD time upon returning to school.

The hours of operation for ISD are the same as a regular school day. There is no appeal process for ISD. Students automatically lose privileges such as assemblies and extracurricular activities on detention days.

## **EMERGENCY REMOVAL**

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

As soon as possible after the removal, the student shall be given written notice of an informal hearing to be held before the assistant principal, principal, superintendent, or his representative not more than 24 hours following the time of the removal.

The principal or superintendent may reinstate a removed student prior to the hearing, but must, upon request, give reasons in writing to the teacher ordering the removal. The teacher cannot refuse to reinstate.

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

## **ALTERNATIVE LEARNING SCHOOL**

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

## **OUT OF SCHOOL SUSPENSION (OSS)**

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

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

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

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

Within 24 hours of the beginning of the suspension period, a letter shall be sent to the parent, guardian, or custodian of the student and the clerk of the Board of Education, notifying them of the suspension, stating the reasons for it and advising them of their

right to be represented at a hearing before the Board of Education or its designee (Superintendent) in executive session if so required. The request must be made not more than 24 hours following the issuance of suspension. The decision of the Board must be made in public session and the decision may be appealed to the Court of Common Pleas.

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

## **EXPULSION FROM SCHOOL**

The superintendent of Lakewood Local Schools, for extreme, serious violation or disregard of school policies, may expel a student from school. An expulsion may be for a maximum of eighty (80) school days and may carry into a new grading period/school year.

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

*Exception: weapons are a one year expulsion.*

## **DUE PROCESS FOR SUSPENSION AND EXPULSION**

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

## **METHODS OF DISCIPLINE /ACCOUNTABILITY**

1. Assign detentions
2. Suspend (OSS)
3. Recommend to the Superintendent for expulsion
4. Arrange in-school-detention, AM and or PM
5. Cite to Juvenile Court
6. Arrange student conference
7. Call juvenile authorities and/or notify police

8. Remove students from school premises (Emergency Removal)
9. Remove students from attending extracurricular activities (Loss of Privilege)
10. Assign Saturday or Wednesday school
11. Prescribe other acceptable disciplinary measures

## **E. MEDICAL**

### **CLINIC / SCHOOL NURSE INFORMATION**

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

### **EMERGENCY MEDICAL / PRESCRIPTION MEDICATION RELEASE FORMS**

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

### **OTC MEDICATIONS**

Before any over the counter medication may be administered during school hours, form 5330F1 must be completed by the parent and, if necessary, a licensed health professional. All medications must be housed in the school office.

### **ILLNESS AT SCHOOL**

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

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

## **HEAD LICE**

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

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

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

## **IMMUNIZATIONS**

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

## **INSURANCE**

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

## **PRESCRIPTION / OVER THE COUNTER MEDICATION ADMINISTRATION**

Occasionally it is necessary for prescription or over-the-counter medication to be administered to a child at school. A physician request for medication form must be completed by the doctor and parent for any prescription or non-prescription medication to be given at school. This form can be obtained from the school nurse or

secretaries. **IF THE FORM IS NOT SIGNED BY YOUR DOCTOR THE SCHOOL CANNOT GIVE THE MEDICATION.**

## **F. GENERAL INFORMATION**

### **ACCEPTABLE USE POLICY (AUP) / INTERNET USE**

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

### **ASSEMBLIES / PEP RALLIES / SPECIAL TESTING SCHEDULES**

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

### **BUS PASSES**

Students wishing to ride a different bus other than the one assigned must have written permission from their Parent/Guardian. This permission slip must be turned into the office by the beginning of 1st period in order to obtain a bus pass. Failure to turn in the permission slip prior to 1st period may result in denial of a bus pass. In case of an emergency, the administration reserves the right to permit a child to ride home on a different bus.

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

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

### **Student Conduct at the Bus Stop**

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

### **Student Conduct on the Bus**

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

### **Departing the Bus**

1. Remain seated until the bus comes to a complete stop.

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

### **Parent Reminders**

1. Any HS/MS student who misses the bus will not be repeatedly picked up on the elementary route and taken to the HS/MS at the end of that route. Bus transportation in this case is the parent's responsibility.
2. Parents are not allowed on the school bus. Wait off the bus to speak to the driver.
3. On days we are not in session and the vocational/parochial schools are, bus transportation will be provided from pick up points only, not in the form of individual homes. A schedule will be provided.
4. If you are going to be late meeting your student at the bus stop please call the Transportation Office at 740-928-8886. Arrangements can be made for you to pick your student up at the Transportation Office at 4291 National Rd. at the end of the bus route.

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

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

#### Level 1 - Violations:

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

#### Level 1 - Consequences:

- 1<sup>st</sup> offense - Principal conference with student
- 2<sup>nd</sup> offense - Parent notification and /or noon detention(s) after school or Saturday school
- 3<sup>rd</sup> offense - Loss of bus riding privileges for 1-3 school days

- 4<sup>th</sup> offense - Loss of bus riding privileges for 3-5 school days
- 5<sup>th</sup> offense - Loss of bus riding privileges for 5-10 school days or 5 school days plus after school detention for 5 days
- 6<sup>th</sup> offense - Could result in Loss of bus riding privileges for the rest of the semester or recommendation of expulsion off the bus for the rest of the school year.

Level 2 - Violations:

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

Level 2 – Consequences:

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

Level 3- Violation & Consequence:

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

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

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

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

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

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

Possession of dangerous objects and weapons.

### **Procedures**

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

### **CARS PARKED ON SCHOOL PROPERTY**

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

### **ELEVATOR**

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

### **DANCES**

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

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

## DRESS CODE

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

- hats/hoods/bandanas
- shorts and dresses must be appropriate length
- sunglasses
- tank tops (shirts with **less than 3" of material** between neck and shoulder)
- bare midriff clothing
- transparent clothing
- sagging pants below the hipbone
- clothing displaying references to tobacco, alcohol, drugs or other illegal items.
- clothing that depicts violence or is associated with gang activity (including bandanas)
- clothing that contains sexual innuendo
- wallet chains that are excessive in length
- clothing that allows undergarments to be visible
- **any attire deemed inappropriate by administration**

Students who violate the dress code will be referred to the Assistant Principal's office. Students will wait in the ISD room while attempts to secure appropriate clothing from home or borrow from the office are made. According to the administrator in charge,

students dressed inappropriately may be subject to additional disciplinary action. Repeat violators may face more severe consequences.

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

## **DRONES (UAV's)**

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

## **EQUAL EDUCATION OPPORTUNITY**

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

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believe are inaccurate or misleading. Parents or eligible students may ask the school to amend a record they believe is

inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible students of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

**FERPA: Notice for Disclosure of School Directory Information:** The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Lakewood Local School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Lakewood Local School District may disclose appropriately designated "directory

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

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

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

## **FEES**

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

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

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

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

<b>Department/Course</b>	<b>Fee amount</b>
Academic fee (for each student for consumable supplies)	\$15
<b>ART</b>	
Ceramics	\$20
Drawing & Painting	\$15
Everyday Art	\$15
Fiber & Crafts	\$15
Sculpture	\$15
<b>ENGLISH</b>	
All semester courses	\$5
<b>INDUSTRIAL ARTS / INNOVATION CENTER</b>	
Engineering Design	\$15
Manufacturing Operations	\$15
Robotics	\$15
Wood shop	\$30
<b>SCIENCE</b>	

Anatomy & Physiology	\$15
AP Biology	\$20
AP Chemistry	\$30
Biology/Honors Biology	\$15
Bio Tech	\$15
Chemistry/Honors Chemistry	\$20
Environmental Science	\$15
Forensics	\$15
Physical & Earth Science/Astronomy	\$10
Physics	\$15
Pre-AP Biology	\$15
<b>BUSINESS/CAREERS</b>	
Culinary Fundamentals	\$20

## **FIELD TRIPS**

Field trips are sponsored by classes or organizations to enhance learning and programs. Students must have a current emergency medical form and a signed field trip (PrePlanned Absence) form to attend. Students must also be in good academic standing and have acceptable attendance.

## **HALL/CLASSROOM/RESTROOM PASSES**

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

## **HONORS GPA CALCULATION**

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

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

The weighting factor is the minimum number of credits needed for the particular grade level. For freshmen that number is 5.5, sophomores 11, juniors that number is 16.5 and seniors 21.

Next is the GPA earned in classes that are not considered "Honors" classes.

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

Honors credits are the total credits earned from honors classes.

## **GUIDANCE**

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

## **INDIVIDUALS WITH DISABILITIES**

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

## **LOST AND FOUND**

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

## **INTERRUPTION DURING THE SCHOOL DAY**

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

## **LUNCH / CAFETERIA**

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

A student breakfast will cost \$1.50 and a reduced breakfast will cost \$0.40. A student lunch will cost \$3.00 and a reduced lunch will cost \$0.40 while milk will cost \$0.50. Free and reduced lunch forms are sent home early in the school year or may be obtained in the office.

Due to the Healthy Hunger Free Kids Act and the National School Lunch Program regulations, The Lakewood Local Schools may not provide access to Foods of Minimal Nutritional Value (FMNV) during scheduled student meal periods in our school cafeterias. Also, students receiving Free or Reduced Lunches are not permitted to give their lunches to other students. Violations of these regulations could jeopardize the State and Federal subsidies Lakewood receives each year to assist with free and reduced lunches. Parents are not permitted to deliver FMNVs to their students for lunch. Examples would include carbonated beverages and “fast food.” Questions may be directed to our Food Service Coordinator at 740-928-6791.

## **LUNCH PROCEDURES**

- No credit will be extended except in emergencies. See the principal or assistant principal only.
- If you feel that you may qualify for free or reduced price lunch, please see the principal or assistant principal.

- Running, pushing, or horseplay in the cafeteria lines may result in disciplinary action.
- Horseplay, loud noises, etc., will not be tolerated in the cafeteria. Students are expected to choose a seat and remain in it. Students may eat at a table located in the Cafeteria. Students may not eat at the tables located in the academic wing of LHS unless permission is granted by an administrator.
- After finishing your meal, take tray, utensils, waste paper and milk cartons to the proper area for disposal and leave tables free of trash. All trash should be disposed of prior to the end of the lunch period.
- The vending machines are only for the use of those students at lunch.
- The school will not give refunds for vending machines, so use at your own risk.
- Students must provide a pass to leave the cafeteria area. When available, students must sign-out/sign-in to attend intramural activities in the Auxiliary Gym.
- Students must sign-out/sign-in when going to the restroom.
- ***Students are not permitted to order lunches from outside sources, or have restaurant food dropped off at school for lunch. (Uber Eats, Grub Hub, etc.)***

## **PARENT PICK UP / DROP OFF PROCEDURE**

If you bring your student to school please drop him or her off in the south parking lot (closest to the office). Students should enter the southwest door and congregate in the first floor hall until the bell rings. Students are not permitted in the 1st floor academic wing or second floor before school without permission.

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

## **DRIVING / PARKING AND SAFE AUTOMOBILE OPERATION**

Students under the age of 18 who drop out of school, are habitually absent from school without legitimate excuse, or who have been suspended or expelled from school for use or possession of drugs or alcohol, may face "denial of driving privileges" which means the loss of an Ohio Learning Permit or Ohio Driver's license that a student already has or the denial of an opportunity to obtain the permit or license.

The school parking lot is all one way. Students are required to enter at the entrance (farthest south on Lancer Rd.) and exit at the exit (closest to the school). All traffic is one way (from south to north). Students are expected not to drive recklessly or cut across the parking rows. Students are also expected to follow the rules and obey the speed limit.

Failure to meet these expectations may result in loss of driving privileges and/or disciplinary action.

## **PARKING PERMITS**

Students who drive to school are required to purchase a parking permit from the office, display the parking permit and park their vehicle in their assigned spot in the student lot. Students who do not purchase and display a parking permit will be ticketed. Tickets will be \$30 and can be paid in the office. At the time of payment, students will receive a parking permit and be placed into the pool of students who may be randomly selected for drug testing throughout the school year. Please see the Random Drug Testing Board Policy. The parking permit fee is broken down below:

- When a student receives a ticket for the first offense, if they have already paid the \$20 testing fee, then the student will owe \$10 for the ticket and will receive a parking permit. If the student has not paid the \$20 testing fee, they will be charged the \$30 and placed into the pool of students who may be randomly selected for drug testing throughout the school year.
- When a student who receives a first violation does not pay the ticket fee, they will continue to be ticketed the full \$30 amount.
- All unpaid ticketed fees will be placed on the student's fees and must be paid before graduation.
- If a student is in an extracurricular activity that is part of the random drug testing pool and has already paid the \$20 testing fee, then that student will owe \$10 for their parking permit.
- If a student has not paid the \$20 testing fee at the time of applying for his/her parking permit, then the student will pay \$30 and be included in the random drug testing pool. If that student then participates in a tested activity his/her random drug testing fee will have been satisfied.

The following policy will be followed to correct inappropriate parking behavior:

1st Offense: Ticket

2nd Offense: Ticket and After School Detention

3rd Offense: Ticket and 2-hour Saturday Detention or equivalent

4th Offense: Ticket and 4-hour Saturday Detention or equivalent

5th Offense: Ticket and In-School Detention

**Cars not displaying a permit corresponding with their parking space or parked in unauthorized areas may be towed from school property at the owner's expense.** All student forms (registration, handbook acknowledgement, emergency medical etc.) must be completed and turned in before a parking pass will be issued. Parking passes may be revoked for unsafe driving or other disciplinary issues. No refunds will be issued.

## **PUBLICATIONS**

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

## **PUBLIC RECORDS POLICY**

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

### Financial

Lakewood Local School District  
Glenna Plaisted, Treasurer/CFO  
525 E. Main St.

### Other

Lakewood Local School District  
Dr. Mark Gleichauf, Superintendent  
525 E. Main St.

P.O. Box 70  
Hebron, OH 43025  
740-928-1928  
[gplaisted@lakewoodlocal.org](mailto:gplaisted@lakewoodlocal.org)

P.O. Box 70  
Hebron, OH 43025  
740-928-5878  
[mgleichauf@lakewoodlocal.org](mailto:mgleichauf@lakewoodlocal.org)

## **SIGNS AND POSTERS**

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

## **SAFETY DRILLS**

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

## **EMERGENCY CLOSINGS AND DELAYS**

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

### Radio Stations

WCLT (1430 AM)  
WHTH (790 AM)

WCLT (100.3/104.7/98.7 FM)  
WNKO (101.7/107.7 FM)

### Television Stations

WBNS TV (channel 10)  
WCMH TV (channel 4)  
WCMH TV (channel 6)  
WTTE TV (channel 28)

### Web sites

[www.lakewoodlocal.k12.oh.us](http://www.lakewoodlocal.k12.oh.us)  
Facebook.com/Lakewood Local  
www.NewarkAdvocate.com  
Twitter: @lakewoodHighSc2  
@LancerSupt  
@LakewoodLSD\_HS

## **SCHOOL LOCKERS**

School lockers are available upon request.

To open your locker: Begin by turning the dial 2-3 full turns clockwise, stopping on the first number of the combination. Then turn the dial counter-clockwise one full turn past the first number stopping on the second number. Then turn the dial clockwise directly to the final number.

Lockers are assigned by the school administration. If your locker is not working, please notify the office. All school lockers, desks and other such property are considered school property. All lockers and the contents thereof are subject to random searches at any time without regard to any reasonable suspicion.

## **SEARCH AND SEIZURE**

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

## **SCHOOL PERSONAL PROPERTY**

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

## **VIDEO SURVEILLANCE**

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

## **VISITORS**

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

## **WELLNESS POLICY**

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

## **G. EXTRA-CURRICULAR ACTIVITIES**

### **ATHLETIC CODE OF CONDUCT / EXTRA-CURRICULAR HANDBOOK**

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

### **EXTRA-CURRICULAR MEMBERSHIP**

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

### **NATIONAL HONOR SOCIETY**

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

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

## **STUDENT ATTENDANCE AT EXTRACURRICULAR ACTIVITIES**

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

## **STUDENT COUNCIL**

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

## **WORK PERMITS**

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

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

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

## **RANDOM URINE DRUG TESTING PROGRAM**

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

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

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

**OR**

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

For Example: Athletics: The student will be denied participation for 25% of the current season, with any remaining percentage of the denial of participation applied to the next season of participation if needed. (NOTE: The student may continue to practice

and travel with the team. The student may not wear a team uniform, warm up with the team, or sit/stand with the team during this denial of participation.)

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

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

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

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

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

**OR**

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

For Example:

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

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

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

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

**Third Violation** – For the third positive result:

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

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

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

1. The student has remained in the testing pool and has submitted to testing for 12 consecutive months (at the family's expense). All test results must be negative.

2. The student is in good academic standing during the 12 month testing period.
  3. The student maintains a clean discipline record during the 12-month testing period.
- Students whose appeals are denied by the Superintendent may appeal their permanent denial to the Board of Education.

**SELF-REFERRALS:**

A student may give a self-referral once in 6 years, between Grades 7-12. Self-referrals can only happen before being randomly selected for testing. A self-referral occurs when a student asks a coach, advisor, director, counselor, administrator or any other school personnel for help and an assessment prior to any known violations of this policy. A self-referral will not be subject to any disciplinary action provided that:

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

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

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

## **H. APPENDICES**

### **School Songs**

#### **THE STAR SPANGLED BANNER**

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

#### **LAKESWOOD HIGH SCHOOL ALMA MATER**

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

#### **LANCER FIGHT SONG**

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

## Certificated staff roster

**Principal:** Kevin Krier

**Assistant Principal:** David Hayward

**Athletic Director:** Jason Lee

**Guidance Department:** Valerie Kiefer, Phil Sikorski

**Media/technology Department:** Michael Haudenschild, Jennifer Leistikow, Tim Owen, Zachary Cramer

**Speech/language:** Katie Magelainer

**STEM:** Dee Martindale

**Art:** Michelle Robinson

**Careers:** Terri McKenzie

**CBI/Business and Industry Partnership Coordinator:** Mike Mohler

**Computers/CIS:** Sharon Smith, Mark Vukovic

**Drama:** Martha Fickle

**Engineering:** Lisa Hawthorn

**English:** Michelle Duncan, Mandy Ewing, Cheryl Lapp, Janessa Maybury, Mandy O'Dell

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

**Math:** Andy Bowman, Tyler Brown, Rob Englert, Brent Smith

**Music:** Lauren Domenick, Derek Shell

**Science:** Ryan Bergeman, Kelsey Boyer, Lindsey Fawcett, Candace Haudenschild, Angela Maselli

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

**Spanish:** Kara Caton-Searls, Charlotte Mahoney

**LHS Full-Time Substitute:** Kevin Miller

## Classified Staff Roster

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

**Custodian:** Rodney Clark

**In-School Detention Monitor:** April Gillham

**Study Hall Monitor:** Tawni Hess

**Secretaries:** Penny Truex (Guidance), Chris Wogan (Front Office / Building)

## Telephone numbers

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

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

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

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

# NOTICE OF RIGHT TO KNOW TEACHER QUALIFICATIONS

LAKWOOD LOCAL SCHOOLS

525 E. Main Street, P.O. Box 70 Hebron, OH 43025

Phone (740-928-5878) – Fax (740-928-3152)

## NOTICE OF RIGHT TO KNOW TEACHER QUALIFICATIONS 2022-2023

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

The qualifications include:

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

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

Child's full name: \_\_\_\_\_

Parent/Guardian full name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Teacher's name: \_\_\_\_\_

Sincerely, Dr. Mark Gleichauf

# DRUG TESTING POLICY AND EXPECTATIONS INFORMED CONSENT AGREEMENT

Student name (print) \_\_\_\_\_

**AS A STUDENT:**

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

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

**AS A PARENT/GUARDIAN/CUSTODIAN:**

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

\_\_\_\_\_  
Parent/Guardian/Custodian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian/Custodian name (print)

\_\_\_\_\_  
Home phone

\_\_\_\_\_  
Work phone

## CONSENT TO PERFORM URINALYSIS FOR DRUG TESTING

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

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

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

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

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

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

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

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

Student: \_\_\_\_\_

Grade: \_\_\_\_\_ Sex:  M  F

Parent/Guardian Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

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

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

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

\_\_\_\_\_

Student signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian/Custodian signature

\_\_\_\_\_

Date