

# **Lakewood Middle School**

## **Student Handbook**

2022-2023 SCHOOL YEAR

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Hebron, Ohio 43025

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HOME OF THE  
LAKEWOOD LANCERS

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## **PURPOSE**

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

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

This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the status of the board's policies and the school's rules as of June 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.*

Dear Lakewood Middle School families,

The excitement of a new school year is upon us and with it the promise of new teachers, returning friends, and new school supplies! Oh wait, is it just me that gets excited over a blank notebook and brand new pens? No worries, I am sure we can all find some excitement in sports, clubs, pep rallies, or school dances.

Students--the staff have spent the summer resting and preparing for you. They are excited to teach you new lessons but more importantly, they are excited to get to know each and every one of you. You will not find a more dedicated and caring staff, ready to guide you along your journey through middle school. Please take advantage of the opportunities you have here and the adults who are here to help you succeed.

Parents--we are a team and together we can help your child to be a success. Our teachers will be in touch with you, but always feel free to reach out to them when you have questions or concerns. Communication is key to this partnership and we look forward to working together.

Anytime you have a question, suggestion, or just want to put a name to a face, please reach out by phone, email or in person! I am eager to get to know everyone here (and to break open those brand new pens)!

Warmly,

Jessica Corum  
Principal

## **CONTACT INFORMATION**

Office Hours: 7:30am – 3:00pm

Office Phone: 740-928-8330

Principal: Jessica Corum  
jcorum@lakewoodlocal.org

Assistant Principal: Jason Boland  
jboland@lakewoodlocal.org

Building Secretaries: Carmen Robinson  
carobinson@lakewoodlocal.org

Marie Levier  
mlevier@lakewoodlocal.org

## BELL SCHEDULES

7:15	LMS doors open	
7:25	1 <sup>st</sup> Bell	
7:30	Tardy Bell (Students must be in their seat on this bell or they will be marked as tardy).	
7:30-7:57	Announcements and Lakewood Leaders and Learners Time	
8:00-8:46	1 <sup>st</sup> period	
8:49-9:35	2 <sup>nd</sup> period	
	2A	8:49-9:11
	2B	9:13-9:35
9:38-10:24	3 <sup>rd</sup> period	
10:27-11:13	4 <sup>th</sup> period	7 <sup>th</sup> grade lunch
11:16-12:01	5 <sup>th</sup> period	6 <sup>th</sup> grade lunch
12:04-12:49	6 <sup>th</sup> period	8 <sup>th</sup> grade lunch
12:52-1:38	7 <sup>th</sup> period	
	7A	12:52-1:14
	7B	1:16-1:38
1:41-2:30	8 <sup>th</sup> period	
		6 <sup>th</sup> and 8 <sup>th</sup> grade dismissed at 2:28
		7 <sup>th</sup> grade dismissed at 2:30

## ALTERNATE BELL SCHEDULES

### TWO HOUR DELAY

9:15	LMS doors open	
9:25	1 <sup>st</sup> Bell	
9:30	Tardy Bell (Students must be in their seat on this bell or they will be marked as tardy).	
9:30-9:35	Attendance and Announcements	
9:38-10:12	1 <sup>st</sup> period	
10:15-10:49	2 <sup>nd</sup> period	
	2A	10:15-10:31
	2B	10:33-10:49
10:52-11:26	3 <sup>rd</sup> period	
11:29-12:03	4 <sup>th</sup> period	7 <sup>th</sup> grade lunch
12:06-12:37	5 <sup>th</sup> period	6 <sup>th</sup> grade lunch
12:40-1:14	6 <sup>th</sup> period	8 <sup>th</sup> grade lunch
1:17-1:51	7 <sup>th</sup> period	
	7A	1:17-1:33
	7B	1:35-1:51
1:54-2:30	8 <sup>th</sup> period	
		6 <sup>th</sup> and 8 <sup>th</sup> grade dismissed at 2:28
		7 <sup>th</sup> grade dismissed at 2:30

\*\*There will be no Leaders and Learners Time or Homeroom on these days.

## SCHOOL CANCELLATIONS /DELAYS

In the event that school is canceled / or delayed, 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:

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

### Lakewood Local Schools District Grading Scale

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		

Adopted 2/8/99

Two nine-week periods equal a semester. The two nine week grades are averaged for a semester grade. There are **no** semester or final exams at the middle school level. (Exceptions to this may be any class that receives high school credit: Algebra, IT, or Spanish).

### PARENT-TEACHER CONFERENCES

We will hold teacher/student led conferences highlighting individual student data. We have found that the data provides a comprehensive report of your child's progress.

#### Scheduled Parent / Teacher Conference Dates

September 28, 2022	2:45 pm- 6:00 pm
October 4, 2022	2:45 pm- 6:00 pm
February 15, 2023	2:45 pm- 6:00 pm

**Note:** Feel free to call your child's teachers anytime during the school year if you see a need to have a special conference.

### PRINCIPAL'S LIST & HONOR ROLL

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.

### SCHEDULES / SCHEDULE CHANGES / DROPPING A CLASS

Each student will be given a schedule when the school year starts. Your schedule will have the full year's listing of subjects, teachers' names, room numbers and your locker number. If you do not understand the schedule, check with your homeroom teacher. Unified Arts courses are not considered for schedule change requests. Student schedule change requests will be considered for "broken" schedules only. Examples of a "broken" schedule include, but are not limited to, enrollment in a duplicate class within the same school year, or a class missing from a schedule.

### INSTRUCTIONAL MATERIALS

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

## **B. ATTENDANCE**

The faculty and administration of Lakewood Middle 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. For those students and their families, staying home from school is something that happens only when actual medical appointments are necessary. These families know that approximately six 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 two (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/or tardies for:

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 LMS will excuse student absence and/or tardiness from school for:

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.

### **ABSENT FROM SCHOOL**

On days that students are absent from school, parents should call the absentee phone number, 740-928-8330 or 740-928-8340 to report a student's absence. When the student returns to school, a note is required to be sent with the child in order to properly code their reason for absence.

#### **Contacting the Parent/Guardian of a Absent Student**

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded



as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law (see AG 5200).

Failure of the parent or guardian to provide a written or verbal notification to the school will result in the absence being classified as unexcused.

### **EXCUSED ABSENCES**

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 ABSENCES**

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.

### **EXCESSIVE ABSENCES**

When a student of compulsory school age is absent from school with combined nonmedical 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 (i.e., COVID-19) or experiencing symptoms of the pandemic/epidemic.

### **HABITUAL TRUANCY / UNEXCUSED ABSENCES**

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.

## **TARDY TO SCHOOL OR CLASS**

Students who are not in their Leaders & Learners class on the 7:30 bell are considered tardy. Students who are unexcused may be subject to disciplinary action. Please see **EXCUSED ABSENCES AND TARDIES**.

The following policy will be used to correct tardiness to school or class:

1 <sup>st</sup> Offense:	Warning Letter
2 <sup>nd</sup> Offense:	Warning Letter
3 <sup>rd</sup> Offense:	Lunch Detention
4 <sup>th</sup> Offense:	Lunch Detention
5 <sup>th</sup> Offense:	After School Detention
6 <sup>th</sup> Offense:	After School Detention
7 <sup>th</sup> Offense:	Parent/Administrator Conference
8 <sup>th</sup> Offense:	Office referral for a 2 hour Saturday School
9 <sup>th</sup> Offense:	Office referral for a 4 hour Saturday School
10 <sup>th</sup> Offense:	In School Detention

**(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. Students who do not report to the office upon their arrival to school should not be admitted to class, and may be subject to disciplinary action.

## **ACTIVITIES AND ATTENDANCE**

Students participating in extracurricular activities must attend school during the day of the activity in order to participate in the activity. In order to participate on game day a student must be in school for at least half of the day (arrive before 11:00 am) or have a documented excuse (i.e. doctor's appointment) pre-approved by a principal. Students who have an unexcused absence the day following a school sponsored event may miss 50% of the next contest. This will be at the discretion of the coach.

**Students serving In School Detention on the day of an after school activity may not participate in the activity that day.**

## **EARLY DISMISSAL POLICY**

No student is permitted to leave school without the permission from a custodial parent and the school office. **Students are required to use the office phone when calling home. Communication via cell phone or text during the school day is a violation of school rules and will be disciplined accordingly.** Students should turn in their early dismissal notes to the attendance secretary before going to their Leaders & Learners class. Parents or those authorized by the parent must sign the student out in the office before leaving school. If a student returns to school the same day after an appointment, they must report to the office upon reentering. If the student has a documented excuse it should be turned in at this time. It is important to understand that all missed time from school counts toward the assigned attendance designation listed in H.B. 410.

## **HOMEWORK POLICY AFTER ABSENCE**

Following an absence a student is allowed 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 absent to make up the 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 the individual teacher. Students who miss 2 or more consecutive days of school may wish to contact the office and/or contact the teachers in order to have the assignments sent home. The office will not process requests for homework assignments for a student who is absent for one day.

## **CREDIT FLEX PROGRAM & ATTENDANCE**

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

Credit Flex Attendance-How will it be tracked?

Attendance in the Credit Flex Program is based on assignment/assessment completion and student progress in the course. Students are expected to be "on pace" at the end of each week. This is indicated by a green bar in the Edmentum program. This means that students have completed all tutorials, assignments and tests by the required dates. **Missing assignments will result in missed time for student attendance.**

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.

## **WORK COMPLETION / ICU at LMS**

### **What is ICU?**

ICU stands for Intensive Care Unit, just like in a hospital. ICU is an academic support system for students as well as a communication tool for teachers and parents. The foundation of this system is built on the importance of all students completing all assignments. ICU utilizes a database list to track missing assignments. Assignments that need additional attention may also be added to the database list. The database alerts parents if their student is added to the ICU database list via text and email. The ICU database is secure and only accessible to LMS staff members, so parents can be confident that contact information remains only within the parameters of school staff, just as it is currently via Progress Book. **ICU is a system of support and practice, not a system that is punitive or related to school discipline.**

### **How does ICU work?**

Every LMS staff member will support every student in assignment completion. Each staff member has access to the ICU List and will engage students by asking:

"Who do you owe?" or "What's on your ICU List?"

"What do you need (to complete assignments on the list)?"

"How can I help?"

Students with missing practice assignments or assignments that need additional practice/additional time spent will be placed on the ICU List.

Students will be given an opportunity to complete the assignment(s) on their own.

If the work remains unfinished or continues to need attention, additional arrangements will be made for students to complete the practice assignment(s), thereby ensuring that students have the time they need to complete a high quality product.

Additional time to complete assignments may take place before school, during lunch, after school, etc.

### **LMS: Committed to Practice by Completing Every Assignment!**

## **PRE-PLANNED ABSENCES & VACATIONS**

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

## **ATTENDANCE APPEALS COMMITTEE**

An attendance committee will be formed and will consist of teachers and administrators for litigating purposes. In the event of an exceptional circumstance, a student may obtain a form from the office and "appeal" his or her attendance situation. This committee will meet once a month to discuss individual cases.

Note: The administration has final discretion on attendance.

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

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

## C. DISCIPLINE

### BELIEF STATEMENT

The Lakewood Middle 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 one is expected to act without having to be told to do so. It is this characteristic that will help each student at LMS make the transition from child to successful adult. At LMS, 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 LMS student should: be where they are scheduled to be, 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. If /When a student has disciplinary issues a parent / guardian will be notified by a teacher or administrator. 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 a 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. Repeat violations of the Code of Conduct may lead to progressive discipline. Violations of the Lakewood Middle School Code of Conduct will be separated into a major or minor violation. Listed below are some examples:

MINOR VIOLATIONS	MAJOR VIOLATIONS
Cell Phones	Assault / Battery
Cheating	Dangerous Weapons and Instruments
Dress Code Violation	Degrading Acts
Electronic Devices / Media	Disruption of School
Hallway, Cafeteria, Assembly Disruption	Fighting / Unauthorized Touching
Misuse of a hall pass	Forgery
Profanity	Taunting / Harassment / Intimidation / Bullying / Dating Violence
Public Display of Affection	Hazing
Skipping a Class 1st Violation	Inducing Panic
Sleeping in Class	Insubordination / Failure to Comply
Tardiness	Narcotics, Alcoholic Beverages, and Drugs
Being in unauthorized area of school	Plagiarism
Bringing in unauthorized items to school	Disrespect or Profanity directed toward Staff
Inappropriate Attitude	Setting or Attempting to Set a Fire
Inappropriate Comments / Acts	Sexual Harassment
Unpreparedness	Theft
Missing / Incomplete Homework	Threats
Out of assigned area	Tobacco / Vape
Throwing Objects in class / hall / café	Truancy
Incomplete or no work	Vandalism

**Major violations may be subject to suspension and repeated minor violations could result in suspension.**

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

### **ASSAULT / BATTERY**

A student shall not behave in such a way as could cause physical injury to any other person 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. Failure to do so may result in disciplinary action. Students are not permitted to leave the building or facility during these events. Those who leave will not be permitted re-entry.

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

Cell phones, electronic devices and audio or video recording devices are permitted on school grounds, but must **NOT** be turned on or visible and be stored in the student's book bag during the school day between the hours of 7:15 and 2:30 unless for an educational purpose that has been pre-approved by a staff member. Upon entering the building, all cell phones and/or electronic devices are to be turned off and placed in the student's book bag. Upon exiting LMS after the dismissal bell, students may take out and turn on their cell phone and/or electronic device. While these devices are permitted on school grounds, the administration assumes no responsibility if a cellular phone or any other electronic device is lost, stolen, or damaged. Students are advised to either secure their belongings in lockers with working locks, or alternatively, to leave cellular phones and all electronic devices at home. They should not be used to make calls, take photos/video, or send/receive text messages during school hours. Phones or devices that are visible or audible during the school day are considered to be "in use." Failure to relinquish phones or electronic devices to staff upon request may result in a suspension for failure to comply. Confiscated items may be released only to parents if deemed a repeat violation. Additionally, the administration reserves the right to examine any student's cell phone/picture phone for violations of the Code of Conduct, board policy, or the Ohio Revised Code. Students who convey cell phones/picture phones to school should entertain no expectation of privacy concerning his/her cell phone/picture phone. Due to the disruptive nature of actual cell phone calls or text messages, all communication with parents/guardians is to be made in the office with permission from office personnel.

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

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

### **CHEATING**

Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others assignments and quiz or test answers. If a student is discovered cheating, the teacher will confer with him/her privately to determine the reason for the behavior and work with the student to

redo that assignment or an alternate assignment as well as teach the student ways to avoid cheating in the future. The teacher will inform the parent of the incident. Cheating may also result in disciplinary action.

### **COMPLIANCE WITH DIRECTIONS / INSUBORDINATION**

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

### **DAMAGE TO PRIVATE PROPERTY**

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

### **DAMAGE TO SCHOOL PROPERTY**

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

### **DANGEROUS WEAPONS AND INSTRUMENTS**

No persons shall knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or on any property owned by or controlled by, or to any activity held under the auspices of LMS. 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 himself/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 action.

### **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 / UNAUTHORIZED TOUCHING**

Students involved in fighting, hitting, slapping, punching, inciting/instigating a fight, making menacing threats, or engage in unauthorized touching in school or at school sponsored events or activities may be assigned in-school detention or suspended from school based on the severity of the act. Acts deemed to be vicious and physically

unprovoked may be turned over to the Sheriff's Department for possible charges. Throwing a punch may result in a 3 day suspension.

### **FORGERY**

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

### **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.

### **HEADPHONES / EARBUDS / AIR PODS**

For safety purposes, headphones and earbuds are not allowed to be worn in the hallways. Students may use headphones and ear buds in the classroom for educational purposes with the approval of the classroom teacher. For safety and security purposes, air pods are not permitted at LMS.

### **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. Ohio Revised Code 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.

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

Students at LMS 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. Misuse or abuse of this policy is considered a major infraction, which may result in the loss of internet access, as well as disciplinary and/or legal action.

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

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

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

1) Students shall not possess, use, transmit, receive, sell, conceal or consume any alcoholic beverage or intoxicant, any unlabeled or unknown substance, or any of the drugs of abuse. 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, or vape pen).

### **Penalties for Making, Selling, & 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 (up to 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 (up to 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, & 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 Middle 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 ORC 2925.

### **Over-The-Counter Medications and Nutritional Supplements**

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

### **OFFENSIVE / PORNOGRAPHIC MATERIAL**

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

### **PLAGIARISM**

Plagiarism is defined as "using someone else's ideas or phrasing and representing those ideas or phrasing as your own, either on purpose or through carelessness." Plagiarism may result in academic and disciplinary actions. Plagiarism may result in the redoing of the assignment and disciplinary action. Additional offenses may result in failure of the assignment and failure of the quarter as well as additional disciplinary action.

### **PUBLIC DISPLAY OF AFFECTION**

Lakewood Middle 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.

### **REPEAT VIOLATIONS**

Multiple violations of the same provisions in the Student Code of Conduct may result in progressive discipline



action.

### **SELLING / BUYING 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 disciplinary action.

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

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

### **SEXUAL HARASSMENT**

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

### **TAUNTING/ HARASSMENT/ INTIMIDATION/ 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 phone at 740-928-6616. Making false reports to principals is considered grounds for disciplinary action.

### **THEFT AND VANDALISM**

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

### **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, or have in possession, or distribute tobacco of any type or paraphernalia (i.e. matches, lighters, rolled paper etc.) at school, school activities, or on the school bus. E-cigarettes and vape pens/juuls will be considered as tobacco products/paraphernalia and will be treated as such under the Student Handbook Code of Conduct. Students also may be referred to the County Prosecutor's Office under a new statute, Section 2151.87(B) of the Ohio Revised Code.

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

A student shall not use any profane or abusive language or gestures during school hours or at school sponsored activities. A violation will be considered especially serious if it involves racially insensitive or similar verbiage, or is directed toward a staff member. No student shall threaten, intimidate, or use obscene or profane language to a member of the staff. Staff is interpreted to be any employee of the Lakewood Local Board of Education.

**•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 for your son or daughter in which to learn.

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:

1. Assign detentions
2. Assign Saturday School
3. Arrange student conference
4. Arrange In-School-Detention
5. Suspend
6. Remove student from school premises
7. Recommend to the Superintendent for Expulsion
8. Cite to Juvenile Court
9. Call juvenile authorities and/or notify police
10. Prohibit students from attending extracurricular activities
11. Prescribe other acceptable disciplinary measures

## **DETENTIONS**

A student may be assigned a morning, lunch, or after school detention. When assigned, after school detentions are from 2:30 to 3:20. When an after school detention is assigned, advanced notice is given and parents must make arrangements for transportation home. Teachers may also assign and monitor their own detentions. The teacher will give advanced notice. Failure to attend may result in additional disciplinary action. Student work schedules, athletic events and transportation problems are not acceptable excuses to miss detention.

*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. Failure to serve a lunch detention may result in additional disciplinary action by the administration.

## **RESTITUTION / APOLOGY**

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

## **SATURDAY SCHOOL**

Saturday School is used for those students who violate school rules and regulations. It is an alternative to Out of School Suspension. It may be held at the middle school or high school. The hours are 8:00 AM to 12:00 Noon. The student must be on time and bring enough school work to keep busy the entire four-hour period. Rides should be at the

assigned school promptly at 12 Noon. Bring a library book to read when assignments are complete. Failure to attend an assigned Saturday School or any violation of school rules while at Saturday School may result in suspension from school. If school is cancelled the Friday before Saturday School, it will be postponed and reassigned for a later date. Failure to serve an assigned Saturday School without a valid excuse will result in 1 day of In School Detention. An excused absence will be rescheduled for the next available Saturday School that will be in session.

### **SOCIAL PROBATION / LOSS OF PRIVILEGES**

Any student can be denied the privilege to attend any or all of the school's social events, (such as assemblies, extra-curricular activities, dances, 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 may be assigned additional days of ISD or be suspended/expelled from school and/or be referred to law enforcement for possible charges. The hours of operation for ISD are the same as a regular school day. There is no appeal process with regard to In School Detention. Students will not be allowed to participate in extracurricular or after school activities any day they are serving In School Detention.

#### In School Detention Rules

1. Students will remain busy on assigned work throughout the day.
2. Students will remain quiet. Talking or distracting noises will not be tolerated.
3. Students will raise their hand in order to be acknowledged by the monitor.
4. Students will remain in their assigned seats.
5. Students will remain awake throughout the day.

\*\*\* Failure to comply with the monitor's requests will be grounds to have the consequence extended.

### **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/her 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/her 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.

A teacher may remove a student from a curricular (classroom, study hall, etc.) or from an extracurricular activity under his/her supervision, but not from the premises. The teacher shall submit written reasons for the removal to the principal as soon as possible.

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

The student is prevented from attending school or school activities for a specified period (over 10) days by the superintendent.

### **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. Days of school missed due to out of school suspension count as days of absence toward the attendance policy. Consequently, class work will be collected and the student will be required to complete the missed class work upon his/her return from the out of school 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/her 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 (10) 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 Superintendent in executive session if so requested. The request must be made not more than seventy-two (72) hours following the issuance of suspension.

### **STUDENTS WHO ACCUMULATE 15 OR MORE DAYS OF SUSPENSION (OSS) DURING THE SCHOOL YEAR MAY BE RECOMMENDED FOR EXPULSION.**

#### **EXPULSION**

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

*Exception: weapons are a one year expulsion.*

#### **SUSPENSION AND EXPULSION – Due Process**

The following policies and procedures for the suspension and expulsion of students is hereby adopted in accordance with HB 421 of the Ohio Revised Code:

- Suspension – before a student is suspended for ten (10) school days or less, the following procedures must occur:
  - The student shall have the opportunity to appear at an informal hearing before the assistant principal, principal, superintendent or his representative. The student has the right to explain his/her actions and to give reasons against the intended suspension. The hearing may take place immediately after the intention notice is presented to the student.
  - The superintendent, principal or designee must give the pupil actual written notice of the intention to suspend.
  - The superintendent or superintendent designee will be the hearing officer if an appeal is made from the parent.
  - If the administrator determines, as a result of the hearing, that the pupil should be suspended, then within twenty-four hours of the suspension, the parent, guardian or custodian of the student must be notified in writing. The notice must include reasons for the suspension and the right of the pupil, parent, guardian or custodian to appeal the action to the Board of Education or its designee, the right to be represented in the appeal, and the right to request that the hearing be held in executive session.
  - The required notice, hearing and right to appeal need to be given only when suspension is contemplated. In the case of "normal disciplinary procedures" in which a pupil is removed from a curricular or extracurricular activity for a period of less than twenty-four hours and is not subject to suspension or expulsion, the due process requirements do not apply. Presumably, the administrator can conduct an investigation of a particular incident and give written notice and a hearing when he or she has concluded that a suspension or expulsion may be warranted. Care should be exercised in utilizing the "normal disciplinary procedures" provision.

- No particular procedure need be followed in conducting a hearing. The student must be given an opportunity to read the written specification of charges and then to respond. If the pupil denies the charges and other students were involved in or observed the incident or series of events that can either corroborate or refute the student's explanation of his conduct, then fairness would suggest these persons be questioned. The same would apply to members of the staff who may have observed the student's actions. There is no requirement, however, that the student be permitted to confront such persons directly. Local administration regulation or the circumstances of the case may indicate that all persons associated with a potential suspension be interviewed as a group.
  - The administrative officer suspending a pupil should be sure that the written reasons are the real reasons for the intended suspension. The informal hearing should relate to the written reasons given to the student.
- Emergency Removal – The notice and hearing requirements can be temporarily waived in an emergency. If the student's presence “poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process either within a classroom or elsewhere on the school premises” then:
    - The superintendent, principal or administrative officer may remove the student from curricular or extracurricular activities or from the school premises.
    - A teacher may remove the pupil from curricular or extracurricular activities under his supervision but not from the school premises altogether.
    - If a teacher makes an emergency removal, the reasons for the removal must be submitted to the principal as soon as possible.
    - The principal or superintendent may reinstate a removed student prior to the hearing but must, upon request, give reasons in writing to the teacher ordering the removal. The teacher cannot refuse to reinstate.
    - As soon as possible after the removal, the student shall be given written notice of an informal hearing to be held before the principal, superintendent, or administrative representative not more than 24 hours following the time of the removal.
    - The hearing shall be conducted in accordance with the intended disciplinary action, either suspension or expulsion except that the expulsion hearing must be held within 24 hours of the removal. The person ordering the removal must be present at the hearing.

Under an emergency removal, a student may be kept from attending school, class or school activities until the matter of his/her misconduct is resolved by suspension, expulsion, or reinstatement.

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

- Expulsion – Only the superintendent may expel a student. When the superintendent wishes to expel a pupil, the following procedures must be utilized:
  - The superintendent must give written notice to the pupil and his parent, guardian or custodian. The notice must include the written reasons for the intended expulsion and that the pupil and his parent, guardian, custodian or representative has the opportunity to appear before the superintendent or his designee to challenge the expulsion or explain the pupil's action. The notice must state the time and place to appear which must be not less than three nor later than five days after the notice is given unless the superintendent grants an extension of time.
  - The pupil or his parent, guardian, custodian or representative may request an extension of time and the superintendent may grant the request. If an extension is granted, the superintendent is required to notify the pupil and his parent, guardian, custodian or representative of the new time and place.
  - A hearing is held before the superintendent or his designee at the appointed time and place. The pupil, his parent, guardian, custodian or representative is given the opportunity to defend against the charges.
  - Written notification of the decision and right to appeal to the Board of Education or its designee is required, as it is for a suspension. The notice must include the reasons for the expulsion, the right to be represented in the appeal and to request the hearing be held in executive session
- Appeals – A student, his parent, guardian or custodian may appeal a suspension or expulsion to the Board of Education or its designee. The Board may either review the case itself or appoint a hearing officer to act in its place. As previously noted, the student has the right to “representation” at the hearing. At the request of the pupil, his parent, guardian, custodian or attorney, the Board or its designee may hold the hearing in executive

session. Formal action on the appeal may only be taken in a public meeting. By a majority vote of the Board or by action of the Board's designee, the order of suspension or expulsion may be affirmed, the pupil may be reinstated, the action reversed, vacated or modified.

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

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

### **JUST CAUSES FOR SUSPENSION AND/OR EXPULSION**

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

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

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

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

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

### **SPECIAL SITUATIONS**

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

***When students manage their behavior appropriately, both inside and outside of the classroom, the result is the best consequence of all: INCREASED LEARNING.***

## **D. 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**

On the first day of school you will receive an emergency medical authorization form. The purpose of this form is to enable parents to authorize emergency treatment for children who become ill or injured while under school authority, when parents cannot be reached. It is very important for you to complete this form and return it to your child's school as quickly as possible. If you do not receive one of these forms please call the school office. Students may lose certain privileges (Social Probation) if these forms are not signed and returned.

## **EMERGENCY MEDICAL INFORMATION**

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

## **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 awareness for both parents and children. 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 the 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 the criteria for return to school.

## **ILLNESS AT SCHOOL**

When a student becomes ill or injured, the school will attempt to notify a parent or secondary contact. If an authorized person listed on the emergency medical form cannot be reached, the student may be taken to a doctor or hospital for treatment (if deemed necessary). Be sure to complete and update emergency medical information in the Final Forms system promptly and correctly.

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

## **IMMUNIZATIONS**

The school nurse will check for proper immunizations as prescribed by state law. The required immunizations for students in 6<sup>th</sup>-8<sup>th</sup> grades are 4 DPT (Diphtheria, Pertussis, also called whooping cough, and Tetanus), 3 Polio (sometimes written as IPV), 2 MMR (Measles, Mumps and Rubella), and 3 Hepatitis B injections. **IN ADDITION TO THIS SCHEDULE, EFFECTIVE AUGUST, 2010, FOR ENTERING 7<sup>TH</sup> GRADERS**, one Dtap (Diphtheria, tetanus and acellular pertussis) will be required for entry to school. If the student has received a Td injection (without the pertussis as in the case of an injury), within 5 years of the first day of entering 7<sup>th</sup> grade, proof of this Td immunization will temporarily suffice for the Dtap requirement. Five years after the Td injection date, the student will need to be immunized with the Dtap injection. Documentation of the required immunizations must be provided by the parent/guardian, or a student may be excluded from school after the 14<sup>th</sup> day of entering the 7<sup>th</sup> grade, 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 may be requested at the beginning of the school year.

## **PRESCRIPTION / OVER THE COUNTER MEDICATIONS**

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

## **E. GENERAL INFORMATION**

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

Lakewood Middle School students may have access to the Internet to support research that is relevant to educational and school projects. Before this is possible each parent and student must read, sign and agree to adhere to the AUP Agreement. Violations of this policy may lead to Internet privileges being revoked at Lakewood Middle School.

### **ASSEMBLIES / PEP RALLIES**

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. 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 Leaders & Learners in order to obtain a bus pass. Failure to turn in the permission slip prior to Leaders & Learners may result in denial of a bus pass. In the event of a late arrival or on any other day where there is no Leaders & Learners class, students may turn in bus pass requests to the office during morning announcement time. In case of an emergency, the administration reserves the right to permit a child to ride home on a different bus.

### **BUS RULES AND 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.
4. Parents or responsible caregiver of preschool thru 3<sup>rd</sup> grade students shall be at the bus stop with their children making sure they wait in a safe and orderly manner.

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

5. Students are to cooperate, show respect and follow the instructions of the bus driver.
6. Remain in your assigned seat at all times except when loading or unloading the school bus.
7. Normal conversation will be permitted except total silence at railroad crossings.
8. No fighting, hitting, horseplay or teasing will be permitted.
9. Yelling, questionable language such as profanity, name calling etc. will not be tolerated.
10. 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.
11. 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.
12. No drinking, eating including suckers/candy or chewing gum will be permitted on the bus.
13. No pets, explosives, glass, dangerous objects, guns, knives or likenesses of, will be permitted on the bus.
14. 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.
15. No selling or soliciting on the bus.
16. 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.
17. Students must not tamper with or open a school bus emergency exit unless directed to do so by the bus driver.

#### **Departing the Bus**

18. Remain seated until the bus comes to a complete stop.
19. Walk carefully, quickly & quietly using the handrails while exiting the bus.
20. Depart at your scheduled stop or at a stop approved in writing by your parents and the principal.
21. 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.
22. Never go back to pick up anything you drop or forget.
23. Never cross the road in the rear of a stopped school bus.



24. Go directly to your point of safety; after the bus pulls away go straight home.

### **Parent Reminders**

25. 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.
26. Parents are not allowed on the school bus. Wait off the bus to speak to the driver.
27. 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.
28. If you are going to be late meeting your student at the bus stop please call the Transportation Office at 740-928-8886 and let them know. Arrangements can be made for you to pick your student up at the Transportation office at 4291 National Rd. at the end of the bus route.

### **Bus Transportation Discipline Procedures for Lakewood Students 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 - Suspension of bus riding privileges for 1-3 school days
- 4<sup>th</sup> offense - Suspension of bus riding privileges for 3-5 school days
- 5<sup>th</sup> offense - Suspension 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 suspension of bus riding privileges for the rest of the semester or recommendation of expulsion off the bus for the rest of the school year.

#### Level 2 - Violations:

- Disrespect – to driver or school personnel, not following driver's instructions
- Throwing objects
- Fighting
- Arms, hands, head, feet or objects out of bus windows
- Standing or moving from seat to seat while bus is in motion
- Intimidation, harassing, sexual harassing
- Not following drivers signal to cross or not cross road
- Possession or use of tobacco products (including e-cigarettes/vapes), matches, lighters, etc.
- Tampering with emergency equipment, doors or windows

#### Level 2 – Consequences:

- 1<sup>st</sup> offense – Suspension of bus riding privileges for 1 -3 school days.
- 2<sup>nd</sup> offense – Suspension of bus riding privileges for 3 -5 school days.
- 3<sup>rd</sup> offense – Suspension 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 Superintendent. Conference (mandatory) as soon as possible with student, parent and principal.

#### Level 3- Violation & Consequence:

- Defacing or destruction of property of others and/or school property, i.e., school buses
  - Payment for damage by parent & suspension or expulsion from bus riding privileges.
- Possession or use of illegal drugs, drug paraphernalia, or alcohol (alcohol may be determined by odor)
  - 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.

## **DRESS CODE**

The Lakewood Local School District is preparing students to be career and college ready.

Middle School students are expected to practice good personal hygiene and be dressed and groomed appropriately for the middle school setting. Any form of dress or appearance which is considered contrary to good personal hygiene, is distracting, disruptive, or otherwise deemed inappropriate by the administration for the school community, is strictly prohibited:

- Pajama pants
- Short tops (showing bare stomach), low cut tops, tank tops/muscle shirts, spaghetti straps (3 inches)
- Transparent clothing
- No jewelry with spikes (plastic or metal) or sharp edges
- Chains are not to be worn as an accessory to clothing
- Cut-off T-shirts are not permitted
- Fishnet jerseys should be worn only with a T-shirt underneath
- Advertising on clothing, such as alcohol, tobacco, or drugs is **NOT** permitted
- Clothing that contains sexual content, messages and/or innuendos
- Clothing that depicts violence or is associated with gang activity (including bandanas)
- Sun glasses
- Pants are not to be worn below the waist/no undergarments should be visible
- Any attire deemed inappropriate by administration
- Hats, bandanas and other non-religious head coverings including hoods are not permitted in the building
- Any attire that causes a disruption to the educational process
- No slippers or flip-flops
- Clothing should not have excessive tears or holes

Outdoor apparel (coats, vests and jackets) should be placed in the student's locker for the duration of the day. Students who consider the building to be cold should wear sweaters, sweatshirts, or an over shirt.

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

## **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) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believe are inaccurate or misleading. Parents or eligible students may ask the school to amend a record they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible students of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

#### FERPA: Notice for Disclosure of School Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Lakewood Local School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Lakewood Local School District may disclose appropriately designed "directory information" without written consent, unless you have advised the district to the contrary in accordance with district with district procedures. The primary purpose of directory information is to allow the Lakewood Local School District to include this type of information in your child's educational records and in certain school publications. Examples include:

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

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

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

1. All academic fees **must** be paid by the end of the **first nine weeks (October 13<sup>th</sup>)**.
2. All students and parents are notified about fees and how much they will be at the beginning of the school year. If your child or children are currently recipients of funds from Ohio Works First or Disability Assistance they are eligible for a fee waiver. A waiver of school fees application and instructions will be provided to each student. Once a waiver of school fees application is completed and returned to the district, the parents will be notified by letter whether the school fees are waived.
3. Any non-paid fees will follow a student from grade to grade, building to building. All grade cards will include either a statement or 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 academic fees 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 the Lakewood Middle School.
5. If you need a waiver of school fees, you may pick a form up at the school office or visit the following website to download and print. [www.lakewoodlocal.k12.oh.us](http://www.lakewoodlocal.k12.oh.us)

The following fee schedule has been adopted for grades 6, 7, and 8.

Copy paper used for reproduction of workbooks, assignments and learning aids	\$10.00
Math, Language Arts, Social Studies, Science	\$25.00
Technology Fee	\$5.00
<b>Total</b>	<b>\$40.00</b>

## FIELD TRIPS

Field trips are sponsored by classes or organizations to enhance learning and programs. Students must have a current emergency medical form and a signed field trip form to attend.

## HALL PASSES

Students must have a hall pass signed by a staff member to be out in the hall during regularly assigned class periods. Students can expect to be asked for their hall pass while in the hall. Misuse of a pass will result in the temporary loss of hall privileges. Unauthorized use of passes or students being in an unauthorized area may result in disciplinary action.

## 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. Parents are encouraged to call the counselor if they have school related concerns that the staff should be aware of.

## INDIVIDUALS WITH DISABILITIES

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

## LOST AND FOUND

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

## LUNCH / CAFETERIA

All students have a 30 minute, closed lunch period. The lunchroom is operated for the benefit of the students and teachers. A Point of Sale (POS) system is used. Lunches can be purchased on a daily basis or parents may deposit money whenever the student account is low. Parents now have access to [www.payforit.net](http://www.payforit.net) and can pay online. Information on how to use the system will be sent home the first day of school. Students are given an ID number, which is used to charge their accounts when they go through the cafeteria line. 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. Extra milk is available and will cost \$0.50. Free and reduced lunch forms are sent home early in the school year or may be obtained in the office. The cafeteria does not allow any lunch charges. Once students report to the cafeteria for lunch, they are not to leave and go to their lockers until lunch is dismissed. Students may use the east restrooms during their lunch period.

### **Foods of Minimal Nutritional Value and Our Cafeterias**

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

**Students are not permitted to order lunches from outside sources (UBER EATS, GRUB HUB, DOORDASH, etc.), or have restaurant food dropped off at school for lunch.**

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

#### **A.M. / ARRIVAL GUIDELINES**

1. Parents may drop children off starting at 7:15 a.m. Please use the east drive off of Rt. 40 and drive south. The drop off zone is the curb/sidewalk on the east side of the Middle School. This is the only designated parent drop off zone. Students may enter the East doors of the auditorium at 7:15 a.m.
2. Cars should be driven heading east through the driveway between the football stadium and the baseball field.
3. Parents should exit onto Lancers Road. If you wish to exit directly onto State Route 40, please use the parking lot at the Lakewood Athletic Complex to turn around and exit. Be sure to yield to oncoming traffic.
4. Parents who must enter the building during this time should park in a marked space in the lot in front of the school. Please do not block any school exit, entrance, handicap drop off zone, fire lane, or curbed area.
5. For student safety, please yield to the buses when they are pulling in and out of the drop off zone.
6. Please help us observe these safety guidelines.

#### **P.M. / DISMISSAL GUIDELINES**

1. Parents who must pick-up children or enter the school at dismissal time should enter the east entrance and park in the gravel parking lot of the Lakewood Athletic Complex.
2. For student safety, no car traffic is permitted in front of the Middle School between 2:15 p.m. and 2:35 p.m.
3. At 2:30 p.m. students will exit LMS and report to the gravel parking lot at the Lakewood Athletic Complex. Please do not be in a hurry when "moving" through the parking lot. Think safety first!
4. Please yield to buses and thank you for your cooperation.

### **PUBLIC RECORDS POLICY**

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

#### Financial

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

#### Other

Lakewood Local School District  
Dr. Mark Gleichauf, Superintendent  
525 E. Main St.  
P.O. Box 70  
Hebron, OH 43025  
740-928-5878  
[mgleichauf@lakewoodlocal.org](mailto:mgleichauf@lakewoodlocal.org)

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

### **SAFETY DRILLS**

Lakewood Middle School will conduct monthly 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.

### **SCHOOL CLOSINGS / DELAYS**

Occasionally, it may become necessary to close school or delay the start of school due to inclement weather or other emergency situations. Please listen to one of the local radio/television stations for this information. School closing/delay announcements will be made starting at 6:00am. School closings/delays will also be posted on the district web page: [www.lakewoodlocal.k12.oh.us](http://www.lakewoodlocal.k12.oh.us). You can also register for school closing alerts by registering with our One Call alert and with local television stations by visiting station websites.

### **SCHOOL LOCKERS**

Students are provided lockers in which to store materials. It is clearly understood that lockers are the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school policies. Anything that is found in the course of a search that may be evidence of a violation of the law or school policies may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

### **SEARCH AND SEIZURE**

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

### **STUDENT PERSONAL PROPERTY**

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

### **VIDEO SURVEILLANCE**

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

### **VISITORS**

Parents are welcome to visit the school anytime. All visitors must use the buzzer system at the main entrance in the front of the school, identify themselves to gain access, and enter the office. Students are **not** permitted to bring friends or relatives from other schools to visit during school hours. School dances are open to Lakewood Middle School students only. Please do not bring visitors to dances. Violators will be sent home.

### **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.

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

1. Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
2. Students in all school buildings may have bottled water in the classrooms at the discretion of the building principal.
3. Students may participate in a maximum of one celebration involving foods of minimal nutritional value per month during school hours. DUE TO NEW BOARD POLICY, THE BUILDING PRINCIPAL MUST APPROVE ANY CELEBRATION INVOLVING FOODS OF MINIMAL NUTRITIONAL VALUE. Please speak to your child's homeroom teacher before bringing in birthday treats.
4. Foods of minimal nutritional value will not be sold or distributed for a time period beginning 30 minutes before school and ending 30 minutes after school daily.

Foods of minimal nutrition value include soda pop, water ices (popsicles), chewing gum, candy and cake. Students who pack their lunches are encouraged to comply with the Wellness Policy by bringing healthy food choices to school. No food from outside sources (restaurants) may be brought into the cafeteria during serving hours.

## **F. EXTRACURRICULAR ACTIVITIES**

### **ATHLETIC ELIGIBILITY**

A student enrolling in the seventh grade for the first time will be eligible for athletic participation at the start of the school year regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period. Also, the student must have received passing grades in 4 of those subjects carried the preceding grading period in which the student was enrolled. (Taken from Bylaw 4-4-5 of the Ohio High School Athletic Association's Constitution) The middle school determines eligibility at the end of the 9 weeks grading period. Therefore, a student who is not passing 4 of his/her classes will be ineligible to participate in contests until the end of the grading period. The student will be able to continue to practice. A student who loses eligibility may regain it at the end of the 9 week grading period if then passing 4 of their subjects.

### **EXTRACURRICULAR 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 Middle School. Take pride in yourself and your school. Violators may be excluded from further participation.

### **NATIONAL JUNIOR HONOR SOCIETY**

Membership in this organization shall be based on Scholarship, Service, Leadership and Character. Membership in this organization is a privilege, not a right. Candidates shall have spent at least one semester in this school, and be members of the sixth, seventh or eighth grade class. Candidates eligible for election to the chapter shall have a minimum scholarship average of 3.25. This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for election to membership. Their eligibility shall then be considered on their Service, Leadership, Citizenship, and Character as determined through teacher evaluations. A copy of the student activity form application can be obtained from an Honor Society advisor.

### **PHYSICAL EXAMS FOR ATHLETES**

An athletic participation form (physical cards) for participants in grades 7 and 8 must be signed by a physician, the participant and parents. It must be turned into a coach and then filed in the school office. Candidates for a team must have physical papers turned in before they will be permitted to participate in any tryouts or practice. Physicals are good for only one year of participation. (Information is taken from Bylaw 3-4-2 of The Ohio High School Athletic Association's Constitution) Cheerleaders are also required to have a physical.

### **RANDOM URINE DRUG TESTING PROGRAM**

This policy applies to all students grades 7-12 participating on a sanctioned athletic team as defined by the State Athletic Association, 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:

#### **The 1<sup>st</sup> Violation**

For the first positive result, the student will be given the option of:

- 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.

### **The 2<sup>nd</sup> Violation**

- A) Permanent denial of participation in athletics, extracurricular 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 5 athletic or extracurricular season. The student may be required, at the parent/guardian/custodian's expense, to submit weekly or random testing for the remainder of the current athletic season.

### **The 3<sup>rd</sup> Violation**

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

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

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

- a) 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.
- b) Is in good academic standing.
- c) The student had 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, only once in 6 years. **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 LMS student participation:

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

**STUDENT ATTENDANCE AT EXTRACURRICULAR ACTIVITIES**

Attendance at extracurricular activities is a privilege. Examples include, but are not limited to school dances, merit dances, assemblies, athletic events, award nights, banquets, programs, school or class field trips, class picnics and field day. Proper attire is expected for the occasion. Students that are 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. Students serving In School Detention on the day of an after school activity may not participate in the activity that day.

**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 grade.

## IMPORTANT DATES: 2022-23

### August

12 New Staff Orientation  
15-17 Pre-service/Classroom Prep Days  
18 First Day for Pre School & 1-12  
23 First Day of Kindergarten

### September

5 Labor Day (No School)  
21 2 hour delay start (Staff PD)  
28 MS Parent/Teacher Conferences

### October

4 MS Parent/Teacher Conferences  
13 End of 1<sup>st</sup> Quarter  
14 COTA (non-contractual day)  
17 Data Analysis/Records Day  
26 2 hour delay start (Staff PD)

### November

8 Staff In-Service (No School for Students)  
11 Veterans Day  
23/28 P/T Exchange Days (No School)  
24/25 Thanksgiving Break (No School)

### December

16 End of 2<sup>nd</sup> Quarter & 1<sup>st</sup> Semester  
19-30 Christmas Break

### January

2 Data Analysis/Records Day  
3 School Resumes  
16 Martin Luther King Jr. Day (No School)  
25 2 hour delay start (Staff PD)

### February

15 MS Parent/Teacher Conferences  
17 Staff In-Service  
20 President's Day (No School)

### March

17 End of 3<sup>rd</sup> Quarter  
20-24 Spring Break (No School)  
27 Data Analysis/Records Day  
29 2 hour delay start (Staff PD)

### April

7 Good Friday (No School)  
9 Easter Sunday  
10 School Resumes

### May

21 Graduation  
25 Students Last Day/End of 4<sup>th</sup> Quarter & 2<sup>nd</sup> Semester  
26 Last Day for Staff/Records Day  
29 Memorial Day  
30-31 Potential Make-up days

### June

1 Potential Make-up day

If conditions are such that we need additional hours, such hours may be added to currently scheduled days or additional days may be added to the end of the school year.

# LAKEWOOD LOCAL SCHOOLS

525 E. Main Street, P.O. Box 70

Hebron, OH 43025

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

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## Notice of Parents Right-to-Know

Date: 8/18/22

Dear Parent/Guardian:

You have the right to know about the teaching qualifications of your child's classroom teacher in a school receiving Title I funds. The federal Every Student Succeeds Act (ESSA) requires that any school district receiving Title I funds must notify parents of each student attending any school receiving Title I funds that they may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- I. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- II. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- III. Whether the teacher is teaching in the field of discipline of the certification of the teacher; and

You may ask for the information by returning this letter to the address listed above. Or you may fax or e-mail your request to the provided fax number or e-mail address. Be sure to give the following information with your request:

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

Parent/guardian full name \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

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

## SCHOOL-PARENT COMPACT

# School-Parent Compact

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

**This school-parent compact is in effect during the 2022-23 school year.**

### School Responsibilities

Lakewood Middle School will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards as follows: *The core curriculum is aligned to state standards. Pacing guides and common assessments are established to ensure consistency across classrooms. Formative Instructional Practices are used daily to assess what students have learned and where students are still struggling. This data is used by teachers. Teachers modify instruction based on what they learn from the student data. Interventions are put in place for students who need additional support and help.*
- Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held: September 28, October 4, and February 15 *Parents are also encouraged to request a conference at any other time during the school year to address the academic needs of their student(s).*
- Provide parents with frequent reports on their children's progress. Specifically, the school will provide the following reports as follows: *Report cards each quarter; STAR data in September, January and April/May AND progress monitoring reports biweekly if applicable; 24 hour access to student grades via Progress Book. Grades will be updated, at minimum, weekly.*
- Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows: *During their conference periods, before or after school by appointment.*
- Provide parent opportunities to volunteer and participate in their child's class and to observe classroom activities, as follows: *Parents should contact classroom teachers directly to learn about specific volunteer needs or to schedule a time to observe classroom activities.*

### Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

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

### Student Responsibilities

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

- Do my homework every day and ask for help when I need it.
- Read at least 30 minutes every day outside of school time.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

### Signatures

Principal

Date

Teacher

Date

Parent

Date

Student

Date