



# **South Euclid Lyndhurst Schools**

## **Student & Parent Handbook (K-3)**

**Adrian Elementary School  
Rowland Elementary School  
Sunview Elementary School**

Welcome to the South Euclid Lyndhurst School District. It is an honor and a privilege to serve as Superintendent of the South Euclid Lyndhurst School District. In the South Euclid Lyndhurst community, we take pride in our diversity, our excellent quality of life, and the success of our local schools. Our district is committed to bringing out the best in each and every child and recognizes that strong schools are the foundation of a strong community.

We believe in the extraordinary potential of all of our more than 3,200 students and are committed to meeting their individual needs. Our work together requires teamwork, dedication, and collaboration. That collaboration extends beyond our school district staff and students to the entire community. In a very thorough strategic planning process, we engaged our community in creating a shared vision that will guide us on our journey. We are very proud of the accomplishments of our students and staff and with the help and support of our community, look forward to creating new levels of greatness.

I look forward to working with all members of our school and community family as we continue to make strides in the education of our young people!

I invite you to join our journey toward excellence. If you have any questions or if we can be of assistance, please feel free to call us at 216-691-2000.



Linda N. Reid, Ed.D.  
Superintendent of Schools

#### **Vision Statement**

**SEL City Schools will be THE DESTINATION school community.**

#### **Mission Statement**

We educate, inspire, and empower students to be high achieving contributing members of a global society.

#### **Core Beliefs**

##### **We Believe...**

- High expectations lead to high achievement
- Education must focus on academic, social emotional, and physical needs of students
- Diversity strengthens and enriches our communities
- Students must take ownership of their education
- Education is the responsibility of the entire community
- Open and honest communication is critical to effective relationships
- The best education is achieved in a safe and stimulating environment
- The demands of the future and the lessons of the past shape our educational practices

**South Euclid Lyndhurst Board of Education**

Cassandra Jones, President  
Erin Lee, Vice President  
Stefanie Rhine, Member  
Ashley King, Member  
Kathryn Falkenberg, Member

**South Euclid Lyndhurst Central Office Administration**  
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**Superintendent of Schools**

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Assistant Superintendent

Melissa Thompson  
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Jennifer Moles, Director  
**Exceptional Students**

Karl Williamson, Director  
**Business Affairs**

Rae Bastock, Director  
**Curriculum & Instruction**

Maleeka Bussey, Director  
**Student Services**

Joshua J. Hill  
**Treasurer**

**South Euclid Lyndhurst K-3 Elementary Schools**

**Adrian (K-3)**  
Kenneth Lasky, Principal  
1071 Homestead Road  
South Euclid, Ohio 44121  
216.691.2170

**Rowland (PK-3)**  
Lee Fuller, Principal  
4300 Bayard Road  
South Euclid, Ohio 44121  
216.691.2200

**Sunview (K-3)**  
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Lyndhurst, Ohio 44124  
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## REQUIRED K-12 ANNUAL NOTICES OF THE SOUTH EUCLID LYNDHURST SCHOOL DISTRICT

### Responsibility for Student Behavior

The primary goal of the South Euclid Lyndhurst Schools is to develop every student's potential for learning. In pursuit of sound educational programming, each student is entitled to receive equal educational opportunities and equal consideration under the rules and regulations governing student behavior. The Board of Education believes that conduct is closely related to learning and that an effective instructional program requires an orderly school environment.

It is the responsibility of each student, parent, and educator to understand that the school is a community governed by rules and regulations. The major purpose of these is not to punish or control individuals but to protect the rights of those who wish to make full use of educational opportunities.

The following guidelines will help to clarify the responsibilities of each of the groups which form the South Euclid Lyndhurst School community.

The Board of Education has the responsibility to:

- ✓ Respect the rights and dignity of all members of the school community.
- ✓ Establish policy authorizing that reasonable rules be formulated and enforced.
- ✓ Maintain an educational environment conducive to learning.
- ✓ Provide for the safety of the school population.
- ✓ Protect the rights of all students.

Students have the responsibility to:

- ✓ Respect the rights and dignity of all members of the school community.
- ✓ Obey school rules and respect school property.
- ✓ Be prompt and regular in attendance.
- ✓ Be prepared for every class.
- ✓ Contribute to the positive climate of the school by aiding in the development and implementation of school rules.
- ✓ Strive to learn self-discipline and be willing to accept the consequences of their own behavior.

Parents have the responsibility to:

- ✓ Respect the rights and dignity of all members of the school community.
- ✓ Teach their children respect and dignity for all members of the school community and for authority, law, and property.
- ✓ Assure prompt and regular attendance at school for their children.
- ✓ Explain the school rules to their children and cooperate with the school in implementing these rules.
- ✓ Initiate communication with the school when questions arise.
- ✓ Respond to communications from the school when appropriate.

Teachers have the responsibility to:

- ✓ Respect the rights and dignity of all members of the school community.
- ✓ Refer to and assist other personnel with problems requiring specialized attention.
- ✓ Establish, explain, maintain, obey, and enforce classroom and school rules consistent with Board of Education policy.
- ✓ Maintain open lines of communication between schools, students and parents.
- ✓ Prepare and conduct lessons designed to achieve board-approved goals and objectives of the educational program.

Administrators have the responsibility to:

- ✓ Respect the rights and dignity of all members of the school community.
- ✓ Exercise and/or properly delegate authority vested by the Board of Education and law.
- ✓ Establish, explain, maintain, obey, and enforce school rules consistent with Board policy.
- ✓ Refer to and assist appropriate personnel with problems requiring specialized attention.
- ✓ Maintain open lines of communication within the school and between the school and home.

Non-teaching employees have the responsibility to:

- ✓ Respect the rights and dignity of all members of the school community.
- ✓ Explain, maintain, obey, and enforce rules and regulations consistent with building and Board policy.
- ✓ Discuss and refer to appropriate personnel those problems requiring specialized attention.

Bullying and Other Forms of Aggressive Behavior  
South Euclid Lyndhurst School District Policy 5517.01

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. All are subject to [Policy 5517.01](#) as presented.

“Bullying” must show a pattern. It is not a one-time incident or an altercation between two students with equal power. It is a power imbalance, a pattern of repetition, mistreatment or harassment that is causing mental or physical harm to one student. There is a definite power imbalance between the two or more students.

**Physical:** hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

**Verbal:** taunting, malicious teasing, insulting, name calling, making threats.

**Psychological:** spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning (e.g., campaign of silence), extortion, or intimidation.

**“Cyber-bullying”:** the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.” [Bill Belsey (<http://www.cyberbullying.ca>)]

The Board recognizes that cyberbullying can be particularly devastating to young people because:

- ✓ cyber-bullies more easily hide behind the anonymity that the Internet provides;
- ✓ cyber-bullies spread their hurtful messages to a very wide audience with remarkable speed;
- ✓ cyber-bullies do not have to own their own actions, as it is usually very difficult to identify cyber-bullies because of screen names, so they do not fear being punished for their actions, and
- ✓ the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission is all but been erased when it comes to cyber-bullying activity.

Cyber-bullying includes, but is not limited to the following:

- ✓ posting slurs or rumors or other disparaging remarks about a student or a staff member on a web site or on weblog;
- ✓ sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim’s cell phone bill;

- ✓ using a camera phone or other electronic storage devices to receive and send embarrassing photographs or videos of students or staff members;
- ✓ posting misleading or fake photographs or videos of students or staff members on websites.

**“Harassment, intimidation, or bullying”** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, gender, height, religion, weight color, national origin, marital status or disability sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location. The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of *other* students or members of staff, or any other individuals is not permitted. This includes cyber-bullying, any speech or action that creates hostility, intimidates or is offensive to the learning environment. Any act that substantially interferes with a student’s educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- ✓ physically harming a student or damaging a student’s property;
- ✓ knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property; or
- ✓ creating a hostile educational environment.

For a definition of and instances that could possibly be construed as **Hazing**, consult [Policy 5516](#).

For a definition of and instances that could possibly be construed as **Harassment**, consult [Policy 5517](#).

Non-Discrimination Policy and Complaint Procedures  
 NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES  
 FOR TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AND ADA  
[South Euclid Lyndhurst School District Policy 2260](#)  
[South Euclid Lyndhurst School District Policy 2260.01](#)  
[South Euclid Lyndhurst School District Policy 2266](#)

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship, and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes) in its educational programs or activities. All are subject to [Policy 2260](#), [Policy 2260.01](#) and [Policy 2266](#) as presented.

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, or participation, or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and the Board will make its facilities, programs, and activities accessible to qualified individuals with disabilities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District. All are subject to [Policy 2260](#), [Policy 2260.01](#) and [Policy 2266](#) as presented.

## GENERAL INFORMATION

### **STUDENT ABSENCES AND EXCUSES**

Students are expected to attend school regularly. Attendance in school is often reflected in a student's grades and achievement. Many studies show that chronically absent students are less likely to be readers in the early grades and less likely to graduate.

In December 2016 the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absence and truancy. Beginning with the 2017-18 school year, a number of changes took effect that included how and when parents will be notified of students' absences. The district will work to partner with parents to identify and redirect barriers to regular school attendance.

The law defines excessive absence as a student who is:

- ✓ Absent 38 or more hours in a month with or without an excuse, or
- ✓ Absent 65 or more hours in a year with or without an excuse.

Within 7 days of your child reaching the number of hours identified, you will receive a letter. The district will need to work with you to develop a truancy intervention plan to prevent truancy in the future.

Further, the law defines habitual truancy as:

- ✓ Absent 30 or more consecutive hours without a legitimate excuse
- ✓ Absent 42 or more hours in one month without a legitimate excuse
- ✓ Absent 72 or more hours in one year without a legitimate excuse.

When a student is habitually truant, the district is required to assemble an absence intervention team for the purposes of conducting an Attendance Mediation Meeting with you to develop an absence intervention plan. Parents are an important member of the team.

The purpose of the team is to identify specific barriers and solutions to attendance. The team will be composed of staff members who are familiar with your child and the programs at school as well as you, the parent. Once the plan is in place, the goal will be to see an improvement in school attendance. If the student refuses to participate in or has failed to make satisfactory progress on the plan within 61 days, the district is required to file a complaint in juvenile court.

### **Parental Responsibility for Regular and Punctual Attendance**

Each parent or person having charge of a child within the compulsory attendance age shall be responsible for such child's regular and punctual attendance at school as required under provisions of the law.

A child of compulsory school age residing in the district may be legally excused from public school attendance by:

- ✓ holding a full-time age and schooling certificate and being regularly employed;
- ✓ receiving approved home schooling;
- ✓ attending a nonpublic/community school;
- ✓ having graduated from an approved high school.



## Absences and Excuses

Students are required to be in regular attendance for their own benefit and in order to fulfill the State educational requirements.

### Student Attendance Record

Rule 3301-69-02

An excuse for absence from school may be approved on the basis of any one or more of the following conditions:

- ✓ Personal illness: The approving authority may require the certificate of a physician if he/she deems it advisable.
- ✓ Illness in the family. The approving authority may require a written statement from a physician and an explanation as to why the child's absence was necessary.
- ✓ Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
- ✓ Death of a relative: The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence.
- ✓ Medical or Dental Appointment: The approving authority may require a written statement from a physician or dentist and an explanation as to why the child's absence was necessary.
- ✓ Observance of religious holidays: Any child of any religious faith shall be excused if his absence was for the purpose of observing a religious holiday consistent with his truly held religious beliefs.
- ✓ Emergency or other set of circumstances: Circumstances which in the judgement of the Superintendent's administrative designee constitutes a good and sufficient cause for absence from school.
- ✓ College Visitation: The approving authority may require verification of the date and time of the visit by the college, university, or technical college. **The required "College Visit Request Form" must be completed prior to the visit.** Written verification of the visit from the college, university, or technical college (including the date and time of the visit) should be submitted to the Attendance Office upon the day of the student's return.

If not one of the above reasons, the student should be marked unexcused for that day.

Written documentation is required, dated, and collected in a timely fashion for a prolonged absence.

**Vacations are not legally excused absences.** There are approximately fourteen (14) weeks during the year when students are not in school. If a student will miss school because of a vacation, **the required "Unexcused Absence for Vacation" form must be completed and filed with the principal.** Please obtain the required vacation form in the main office of the school. The student is responsible for completing and submitting all assignments upon their return and according to the guidelines established by the classroom teacher(s). Vacations, particularly during semester and/or final exams, may negatively impact the student's grades and/or credits.

**Notification to parents of student's absence.** The principal or designee of each school shall ensure that the parent or guardian of each absent student (under eighteen [18] years of age) is notified each day of the absence, as soon as practicable, unless the parent notifies the school that they are aware of the absence.

### **PARENTS SHOULD CALL THE ATTENDANCE LINE AT YOUR CHILD'S SCHOOL TO REPORT THEIR CHILD'S ABSENCE:**

<b>Adrian Elementary School</b>	<b>216.691.2170</b>
<b>Rowland Elementary School</b>	<b>216.691.2200</b>
<b>Sunview Elementary School</b>	<b>216.691.2225</b>

The attendance/school office phone is available 24 hours a day, 7 days a week. If we do not receive a call, office personnel will contact parents. If we are unable to reach a parent by phone, the child is requested to bring a written excuse from the parent/guardian upon returning to school.

Dental and doctor's visits should be made after school or on the weekend whenever possible. Most doctors agree that the child should be in school and will cooperate when asked.

**District Sponsored Clubs/Activities:** No student who has been absent for a school day may participate in an extracurricular activity scheduled for the afternoon or evening of that school day without the approval of the principal.

Unexcused absences and tardies will be monitored throughout the year. Successive absences or tardies may result in your being contacted by the principal, counselor, building or district designee.

Suspension, expulsion, exclusion, or removal from school results in an unexcused period of absence from regular classes. A student **does** receive scholastic credit for the period of their absence during a suspension or removal; a student **does not** receive scholastic credit for the period of their absence during an expulsion. During this time, the student (if the student is eighteen (18) years of age or older) and/or the parents/guardian or custodian are responsible for the conduct of the individual. While suspended, expelled, excluded, or removed from school under this policy, students are not permitted to attend curricular or extracurricular activities or to be on school property. If a student is removed only from a particular class or activity, they may not attend the class or participate in the activity for the duration of the removal.

#### **Before School Procedures**

Children are not to arrive at school earlier than 15 minutes (K-3) or 30 minutes before the start of the school day unless instructed to attend an extracurricular activity. There is no adult supervision prior to this time. Children are not permitted inside the building prior to this time. Upon arrival, children are to form a line at their grade level door (K-3) or report to their designated morning arrival locations.

#### **After School Procedures**

For the safety of all our children, please send a note or email to the main office if there is any change in your child's normal after school procedure. If you do not send a written note to school with the following information, please send an email **at least one (1) hour prior to the end of the school day to the appropriate email address below and include** (1) your child's name, (2) your child's grade, (3) name of child's teacher/homeroom teacher, (4) the change to the normal procedure, (5) your telephone number:

Adrian.Attendance@sel.k12.oh.us  
Rowland.Attendance@sel.k12.oh.us  
Sunview.Attendance@sel.k12.oh.us

**Text messages and telephone calls regarding changes in your child's normal after school procedure will not be accepted.**

**Without written notification by note or email, your child will be sent home by normal procedure.** Children are not permitted to go to other homes or places or get out of the bus line without notification from the parent/guardian.

### **Parent Sign-In/-Out Procedures**

When dismissal during school hours is necessary, it is requested that a child present a written excuse signed by a parent or guardian and brought to the school office no later than the morning on the day the excuse is requested. Parents are required to sign children out in the office for early dismissal. Students will not be called to the office until a parent arrives at the school.

### **Tardiness**

Any child who comes into school after the start of school is considered tardy. The K-3 child must report to the school office with a parent and/or guardian and sign in. Repeated tardiness is not excused and results in the loss of valuable instruction time and develops very poor habits.

## **CAFETERIA AND FOOD GUIDELINES**

Schools offer breakfast and lunch meals daily. These meals are part of the United States Department of Agriculture school meals program. Breakfast consists of milk, juice and a bread item. Lunch consists of an entrée, fruit, vegetable, bread and milk. Breakfast is served in the cafeteria. Students eating breakfast must arrive at school on time; students tardy to school may miss the breakfast service. If you have any questions, please contact SEL Nutrition Services at 216.691.2099.

### **Nutrient Analysis**

Please contact SEL Nutrition Services for information at 216.691.2099.

### **Meal Prices**

Current breakfast and lunch prices appear on the district website. Lunch prices are set to keep the Nutrition Service Department financially stable. Nutrition Service does not receive money from the taxes collected by the school district levies. We operate as a business and must cover all the costs from the revenue we take in.

Meal cost for the 2023-2024 School Year is the following:

Breakfast K-12: \$2.00

Lunch K-3: \$3.00

Lunch 4-8: \$3.25

Lunch 9-12: \$3.40

### **Free/Reduced Price Meals**

Parent/Guardians with students that may qualify for free/reduced price meals must complete an application every year. The application is available on the school district website under Nutrition Services. You may apply for free/reduced priced meals at any time during the school year. Please know that ALL students who qualify for reduced meals will eat for free.

### **Point of Sale System**

Our schools use a point-of-sale system for the cafeterias. All students use their five-digit PIN number to access their account. Homeroom teachers will give new students their PIN number. The student will use this number for the entire time he/she is in South Euclid Lyndhurst Schools. The cashier can see a student's account after the student enters his/her number on the PIN pad. The South Euclid Lyndhurst School district uses Infinite Campus as the method of notification for fees due for payment or overpayment for reimbursement. Please access the Infinite Campus portal to create an account for your student regardless of meal status or instructional fees and waivers. The link to access Infinite Campus

at <https://selk12oh.infinitecampus.org/campus/portal/parents/southeuclid.jsp>

### **Lunch Money**

Please contact the main office for procedures.

**Students are not permitted to carry a negative meal balance over \$20.00.** We understand that sometimes students forget lunch money or purchase meals for which their parents are unaware; of course, meal balances are the result.

**If a student attempts to make a purchase and does not have cash or funds available on their account, the transaction will be declined, and the food items will be immediately retrieved.** Students will eat – a federally approved replacement breakfast will be provided; the fee of **\$1.00 will be charged to the student's account.** Likewise, a federally approved replacement lunch will be provided; the fee of **\$1.50 will be charged to the student's account.** Students approved for Reduced-Price meals based on a current federal meals application will receive a replacement breakfast and/or lunch; the Reduced-Price rate will be charged to the student's account.

We want to avoid an uncomfortable situation for your child:

- ✓ Please complete an application for Free & Reduced-Price Meals. The information is confidential. **Parents are responsible for charges prior to application approval.**
- ✓ Please create an account in k12payment and weekly add funds to your student's account.

### **A La Carte Choices**

Cafeterias offer some a la carte type snack foods. If you do not want your student to be able to purchase a la carte food or you want to limit the amount, he/she can spend, contact your school Nutrition Service Manager.

### **Lunch with Your Student**

Please contact the main office for procedures.

### **Sharing of Food**

Due to increase in food allergies and other medical concerns, families should not bring in any food product for other students to consume. Please help us keep all our students safe.

## **COMPUTER USE**

Students and teachers have access to electronic communication, global information and news, public domain and shareware software of all types, and discussion groups. The internet offers vast, diverse, and unique resources to both students and teachers. The goal in providing this service to students and teachers is to promote educational excellence by facilitating worldwide resource sharing and communication. One of the greatest advantages is of the immediacy of the information about topics and issues, which are not yet available in traditional sources. The use of the Internet is in support of the educational objectives of the South Euclid Lyndhurst School District. It is a privilege, not a right, to use it. Inappropriate use and vandalism may result in cancellation of privileges and may be subject to discipline consequences. The South Euclid Lyndhurst School District Technology Acceptable Use Policy (referenced in the final section of the Handbook) establishes the terms and conditions for usage. Annual acceptance of district's Technology Acceptable Use Policy occurs online when parents update emergency contact information at the start of the new school year.

## **DRESS AND GROOMING**

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make

decisions regarding their appearance, except when their choices interfere with the educational program of the schools. The Board authorizes the Superintendent to establish a reasonable dress code in order to promote a safe and healthy school setting and enhance the educational environment. The dress code shall be incorporated into the Student Code of Conduct.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- ✓ Present a hazard to the health or safety of the student himself/herself or to others in the school
- ✓ Materially interfere with schoolwork, create disorder, or disrupt the educational program
- ✓ Cause excessive wear or damage to school property
- ✓ Prevent students from achieving their educational objectives because of blocked vision or restricted movement.

The Superintendent shall develop administrative guidelines to implement this policy which designates the principal as the arbiter of student dress and grooming in his/her building.

#### **Parent Guidelines for Student Dress**

1. All clothing should be neat, clean, and safe.
2. It is recommended that shorts are permitted on warm days only.
3. Coats are encouraged on cooler days and should be worn by students during outdoor recess.
4. The following clothing is not allowed:
  - ✓ That which exposes too much or is too tight, including but not limited to tank tops, spaghetti strap tops, halter tops, cut-off T-shirts, bare midriffs, short shorts, and spandex (biking) pants or shorts.
  - ✓ That which contains messages that are obscene, profane, drug-related, gang-related, inflammatory or depicts weapons or violence.
  - ✓ Sagging pants.
5. Parents are encouraged to send a change of clothes to be kept at school for their K-3 child.

**Any student not adhering to the above will be referred to the office where parent contact will occur.**

#### **ELECTRONIC COMMUNICATION DEVICES / PERSONAL ITEMS**

Children are not permitted to bring personal items to school such as trading cards, toys, or radio-controlled devices. These items tend to become a disruption to the instructional process and create other disturbances. Additionally, toy guns are not permitted at school. Knives, real or play are likewise not permitted at school. These items are also not allowed at sharing time. During the regular school day students are not permitted to use or have any visible electronic communication devices (cell phones, headphones, iPod, etc.) unless specifically authorized for an educational or instructional purpose with the teacher's permission and supervision. Violation of this policy may result in the confiscation of the electronic device. Storage of such confiscated devices will be in the main office and retrievable only by a parent/guardian.

#### **Skateboards/Scooters/Roller Blades/Skates**

To promote safety, skateboards, scooters, roller blades, "heelys" and skates are not permitted at school.

#### **Lockers and Storage Places**

Lockers and/or storage places are provided for student use and remain the property of the South Euclid Lyndhurst School District. Lockers and storage places are subject to random search.

### **EMERGENCY AND DISASTER POLICY**

1. In the event of an emergency or disaster during a school day, students will remain at school until authorities deem it wise to send them home. Sufficient medical and food supplies are available in the various schools to care for students for a short period of time.
2. During an emergency or disaster, students will be moved from the classrooms, etc., to the safest portion of the school building as determined by school authorities.
3. In the event of an impending emergency (snow storm, tornado, etc.) and with the approval of the Superintendent or designee, the Principal may release students to the parent or guardian who comes for their children, even though school is to continue in session.
4. If school authorities consider it necessary that elementary children be sent home before or after regular dismissal times, parents will be contacted.

### **ENGLISH AS A SECOND LANGUAGE**

All students enrolling in the South Euclid Lyndhurst School District are screened through Central Registration to identify those students whose native or home language is not English. A Home Language Survey is completed at the time of registration for all students.

If a student is identified as speaking a primary or home language other than English on the survey, the English Language Learner (ELL) teacher is notified to assess the student using a language assessment scales test. The language assessment scales test assesses language skills in reading, writing, speaking, listening and comprehension. Students are assessed shortly after enrollment.

Once it has been determined that a student is eligible for services, the ELL teacher will send parents/guardians a letter advising them of the results and their child's eligibility to receive services. Pull-out services are provided for eligible students with the goal of students acquiring English proficiency.

All identified ELL students in grades Kindergarten through 12 are required to participate in the Ohio English Language Proficiency Assessment (OELPA) in late winter/early spring.

An excellent resource for English Language Learners may be found on the Ohio Department of Education web site (<http://www.ode.state.oh.us>) under Learning Supports > Limited English Proficient (LEP) Students. For more information in the South Euclid Lyndhurst School District about ELL services, please call (216) 691-2020

### **FIRE, TORNADO, SAFETY/LOCKDOWN PROCEDURES**

Students are instructed each year in proper procedure for fire, tornado, and lockdown drills.

#### **Fire Drill**

At least nine times per school year. Exception is that no fire drill has to occur during the same month that a school safety (lockdown) drill is conducted as long as nine (9) fire drills or rapid dismissals are conducted in the school year.

#### **Tornado Drill**

Tornado Drills will be done at least once a month during the tornado season (April 1 through July 31 of each calendar year).

## **Safety Drill/Lockdown**

South Euclid Lyndhurst Schools follows the ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training model and coordinates safety and lockdown drills with the local police departments.

## **GIFTED SERVICES**

[South Euclid Lyndhurst School District Policy 2464](#)

The Board of Education shall ensure that procedures are established to identify all gifted students. The District follows the identification eligibility criteria as specified in R.C. 3324.03 and the Operating Standards for Identifying and Serving Gifted Students as specified in the District Plan. Please refer to [Policy 2464](#) and contact Gifted Services at 216.691.2053 for more information.

## **HEALTH SERVICES**

### **Clinic**

Health services are offered to all students of the South Euclid Lyndhurst City School district. These services are provided by licensed nurses and trained school health aides employed by Quick Med, Inc., our contracted provider of coordinated health services. The Health Services staff are responsible for:

- ✓ First Aid to ill/injured students and staff
- ✓ Safe administration of medication to students per SEL policy
- ✓ Communicable disease control
- ✓ Vision and Hearing screenings are conducted each year for students in preschool, Kindergarten, grades 1,3,5,7, 9, and 11, students new to SELSD, as well as by request of parent or teacher. All screenings are completed in accordance with Ohio Department of Health guidelines. Families are notified if the screenings indicates that further medical evaluation is necessary.

Attendance and participation in school is critical to student success. Parents may be required to submit a signed physician's note in the event that a student experiences a temporary or permanent condition which impacts his/her ability to attend and participate in their educational experience.

ALL STUDENTS MUST HAVE A PASS FROM A TEACHER TO ENTER THE CLINIC. Students may only remain for 15 minutes then return to class. Students are not permitted to sleep for the entire period. Students entering or leaving the clinic must sign in and out on the "Clinic Sign-In Sheet". It is the responsibility of the student to clear up his/her class absence by using the clinic pass. Failure to follow the correct procedure could result in the student being reported as a class cut.

### **Control of Casual Contact Communicable Disease**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or high-transient pest, such as lice.

Specific communicable diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be only for the contagious period as specified in the School's administrative guidelines.

### **Control of Non-Casual Contact of Communicable Disease**

The School District has an obligation to protect staff and students from non-casual-contact, communicable diseases. When a non-casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other disease that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

#### When should I keep my child home from school?

- ✓ **Coughing:** If they have a persistent, disruptive cough.
- ✓ **Diarrhea:** Until diarrhea has ceased for 24 hours without medication.
- ✓ **Fever 100 degrees or higher:** Until fever is below 100 degrees for 24 hours without medication.
- ✓ **Lice or Nits:** Until treated and "nit free" (must be checked by clinic staff before returning to classroom).
- ✓ **Rash:** If rash is untreated or if the child is too uncomfortable even if treated.
- ✓ **Strep Throat/Scarlet Fever:** Until he/she has been on antibiotics for 24 hours.
- ✓ **Conjunctivitis:** Has red, swollen eyes that itch and are draining pus or have a crusty appearance upon awakening. Keep home until he/she has been on eye drops/antibiotics for 24 hours and cleared by a doctor.
- ✓ **Vomiting:** until vomiting has ceased for 24 hours without medication.
- ✓ **Communicable Diseases:** If your child has been diagnosed with a communicable disease, keep him/her home until the doctor clears your child to return to school. Examples include but are not limited to Chicken Pox, Impetigo, Scabies, Lice and Ringworm.

#### What happens if my child gets sick at school?

Students who become ill at school are sent to the clinic or office (if the clinic is closed). A child may be allowed to for a brief period of time until feeling better. If the child has a fever of 100 degrees or higher, vomits, or has persistent diarrhea, the clinic will contact the parent/guardian or alternates listed on the Emergency Contact Form to come to school to take the student home.

### **Control of Blood Borne Pathogens**

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood borne pathogens in the school environment and/or during their participation in school related activities. While the risks of students being exposed to blood borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precautions to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection. Students may be exposed to blood borne pathogens in situations, including, but not limited to engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.

### **Health History Update / Emergency Contacts**

Consistent with South Euclid Lyndhurst School District [Policy 5341](#) ALL STUDENTS/PARENTS ARE REQUIRED TO COMPLETE EMERGENCY MEDICAL INFORMATION ONLINE. (Ohio Revised Code - Section 3313.712).



Each year a “Health Alert List” is provided to school administrators based on the current information provided. This confidential list alerts school staff to things such as students’ allergies, special needs, seizures, diabetes, etc. Parents/Guardians must keep the school informed of “day-time” telephone numbers where they or a designated adult may be reached. “Emergency Contacts” must be able to come to school within 45 minutes of a call to pick up a sick or injured student during the school day or at activities.

A student who becomes ill or injured during the school day should get a pass to the Clinic (or guidance area if Clinic is closed). Ask for help in getting to the clinic if needed. Do not spend time in lavatories or the cafeteria when you are ill or go home without properly checking out of school. The nature of the illness or injury will determine the following result:

- 1) Parent contacted by nurse or counselor for permission to send student home.
- 2) Parent unable to be contacted, no emergency, student returned to classroom.
- 3) Emergency situation - transport student to Hillcrest Hospital - parent contacted.
- 4) Students who are leaving the building from the clinic must sign out in attendance unless illness or injury requires parent/guardian to meet with health professionals.

In the event of an injury, you must inform the teacher in charge. All students and parents are asked to immediately report injuries occurring on school property or at school sponsored activities to the school administrator or supervising staff member. This person will complete a STUDENT SCHOOL INJURY REPORT form, which will be kept on file by the principal. Personal claims for insurance reimbursement for medical expenses require proof of injury forms that can only be completed by your teacher. **NOTE: Leaving the building without prior approval through the nurse, Guidance Department, Attendance Office, or Administrator’s Office and failing to sign out, will be an unexcused absence and disciplinary consequences will occur.**

### **Immunization**

Consistent with South Euclid Lyndhurst School District [Policy 5320](#), students enrolled in kindergarten through grade twelve must have written proof of immunizations currently required under Ohio law on file at their school. Ohio law requires schools to exclude students from attendance no later than fifteen school days after admission if they are not properly immunized. For the safety of all students, the school Principal may remove a student from school or establish a deadline for meeting state requirements if a student does not have the necessary immunizations or authorized waiver. For specific requirements, please consult your school health specialist or the school health coordinator.

### **Medication**

No staff member will be permitted to dispense non-prescribed, over the counter (OTC) medication to any student without parental authorization.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school’s Code of Conduct and will be disciplined in accordance with the drug-use provisions of the Code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activities, event, or programs sponsored by or in which the student’s school is a participant if the appropriate form is filled out and on file in the clinic.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student. Medication in school includes over-the counter medication such as cough drops, Motrin, Tylenol, etc.

## **OHIO'S STATE ASSESSMENTS**

The South Euclid Lyndhurst School District participates in state-mandated testing and also conducts district-wide assessments for the purpose of monitoring student achievement. For information about state-mandated testing, please visit the Ohio Department of Education website or your child's building principal. For information about District-wide assessments, please visit our website at [www.sel.k12.oh.us](http://www.sel.k12.oh.us) or contact your child's classroom teacher.

## **PARENT/COMMUNITY INVOLVEMENT**

### **Communications**

Please contact the main office for procedures.

### **Documents**

Please review your child's back pack daily for important documents, announcements, notices of days off from school, conference schedules, lunch menus, PTA information, homework assignments, classroom schedules, forms to be returned to school, papers to be completed or signed by a parent, and other school information. Important information can also be viewed by logging onto the district's website: [www.sel.k12.oh.us](http://www.sel.k12.oh.us). The district website also lists days off from school and emergency school closings.

### **Visiting the School**

All visitors must have an appointment. All non-students coming to school for business purposes must report to the main office upon entering the school. Visitors must sign in and be issued a pass. If a visitor wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to avoid any inconvenience.

The Raptor Visitor Management System will be utilized to screen all visitors. This easy-to-use system scans each visitor's driver's license and provides a sticker badge featuring their photo. The Raptor system is currently in-place at all K-12 buildings

### **Parent Volunteers**

Please contact the main office for procedures.

### **Parking**

Please use only designated parking spaces in the school lots. Parking is never permitted alongside the building, along the curb, at the bus drop-off or in any other undesignated spaces.

### **Parent/Teacher Conferences**

Parent/teacher conferences will provide you with extremely beneficial information regarding your child's progress in school. Parent/Teacher Conferences take place in the fall (October) and in the spring (March). Fall conferences are mandatory for every student. Spring conferences are based on student need.

### **Parent-Teacher Association**

A strong Parent-Teacher Association at every school, backed by volunteers, supports the learning experiences for all students. Each school has its own PTA, which belongs to and cooperates with the South Euclid Lyndhurst School District PTA Council.

If you do not receive a schedule of PTA meetings, call your school to obtain one and make an effort to get involved. Active participation in your school's PTA is an excellent means for you to become acquainted with staff members and other parents.

### **Community Volunteers**

Community volunteers are valued members of our school communities. In order to ensure that our students are safely supervised, the South Euclid Lyndhurst School District has a policy that requires a background check of volunteers or chaperones who will be supervising children. This policy helps make our schools as safe as possible while using your special skills to enhance learning opportunities for our students.

Community members wishing to volunteer in our buildings need to contact Maleeka Bussey at 216.691.2015 or Bussey@sel.k12.oh.us for more information.

### **Birthdays**

Birthdays are special to children and we do allow students to celebrate birthdays in school. However, for the safety of all students, food items are not permitted. An alternative to food is passing out one (1) party favor such as a pencil or sticker for each student in the classroom to take home. The donation of a book or game to the classroom is another alternative option. Birthday decorations, balloons, toys will not be permitted as they are a distraction.

**Invitations:** Teachers are not permitted to send home party invitations unless all classmates are invited. If only a limited number may attend, it is only appropriate to privately mail invitations home. Our office will not provide addresses and phone numbers to other families. The PTA will compile a directory for parents who authorize the publication of their contact information.

### **End of Year**

There are no graduation ceremonies. There is a clap-out for third graders and sixth graders on the last day of school. Teachers, students, and parents line the hallways and outside and clap as third graders and sixth graders transition to their new building.

### **Lost and Found**

Lost and found baskets are located near the main office. Quarterly, unclaimed items will be donated to charity.

### **Pets**

Pets are not permitted on school property in order to ensure the safety of school children.

### **RECESS GUIDELINES**

When the temperature is 20 degrees F or above, students will go out for recess and need to be dressed for the cold weather. The following are temperature guidelines for recess:

- ✓ Wind chill and temperature above 20 degrees F = outside recess
- ✓ Wind chill and temperature below 20 degrees F = inside recess; Principal Discretion

### **REGISTRATION AND ENROLLMENT**

#### New Enrollment

Registration is completed online <https://www.sel.k12.oh.us/Registration.aspx>. If you have questions, please call the registration office 216.691.2020 between 8:00 a.m. and 4:00 p.m. at the administration building.

**Only the child's parent or legal guardian may register a student.** Children entering kindergarten for the start of a new school year must be five (5) years of age on or before September 30<sup>th</sup>.

The following items will be required for registration of all students, in all grades. The required forms are available online at <https://www.sel.k12.oh.us/Registration.aspx>:

- ✓ Original or certified copy of the child's birth certificate. If this is not available, the Ohio Revised Code allows submission of a certified baptismal record, hospital transcript, or valid passport. Please note, if the latter documents do not contain sufficient information to establish custody, court documents may be required;
- ✓ Proof of residency – items such as valid lease, utility bills, pay stub with address, etc. These items will accompany the Notarized Residency Affidavit included in the registration packet. **PROOF OF RESIDENCY IS REQUIRED.**
- ✓ Residency and Custody Affidavit: **One Affidavit MUST ALWAYS** be completed by the residential parent/legal custodian. Complete ALL items. If you are currently enrolling more than one child, you may complete one form and list all the children on the one form. (If the homeowner must also complete a form, you each may submit one form in the case of more than one child). Be sure to list all persons living in the household. If you do not own the home and are unable to provide a valid signed lease, you will be required to have the homeowner execute the "Owner Affidavit" which must be completed and signed by the legal owner of the property.
- ✓ Proof of legal custody – If the biological parents were married, separated, or divorced, and anything has been filed in court, you are required to submit certified court documents which pertain to custody. If you are a court-appointed legal custodian or legal guardian, you are required to submit all court documents pertaining to custody.
- ✓ Emergency contact names and numbers.
- ✓ Special education records, if applicable.
- ✓ Immunization documentation and physical information will be required within 14 days of entrance in school.

#### Change of Custody or Residency

At any time throughout the year if you are moving or have moved, you are required to update the system with your new address. You will be requested to complete new residency documentation – residency affidavit, proofs of residency – prior to having transportation established at the new address. If there has been a change in your custody situation, you are also required to submit certified custody documents from a court of competent jurisdiction.

#### Moving Within the District

If you have moved within the South Euclid Lyndhurst School District but outside of the current building attendance area, you are required to request written permission from the Director of Student Services to remain at the same school. You will be required to provide transportation. Without written permission, your child will need to be transferred to the school appropriate to the new address.

### **REPORTING STUDENT GRADES AND PROGRESS TO PARENTS**

Grades are regularly posted online, including end of quarter, semester, and final grades. Please contact your school's Main Office to get information to create an account.

Parent-teacher conferences are held twice a year. However, should you desire to have a conference at any time during the school year, please contact your child's teacher to schedule a mutually acceptable time. Any concern you may have about your child's education should first be discussed with the classroom teacher. If further discussion is needed, you may contact the principal who will answer your questions or put you in touch with the appropriate Central Office administrator.

## SCHOOL CLOSING ANNOUNCEMENTS

In case of severe or abnormal weather conditions or public calamity for which school may be closed, the following procedure for notifying students, parents, and Board of Education employees will be followed:

- ✓ The Superintendent of Schools or designee will place a call to all parents using our automated system. **Please make sure to keep all contact information updated.**
- ✓ Announcements concerning "school closing" will be on the local television newscasts, and the SEL website ([www.sel.k12.oh.us](http://www.sel.k12.oh.us)).

## SPECIAL EDUCATION

### Child Find

The South Euclid Lyndhurst School District is in the process of locating, evaluating, and identifying children, from birth to age 21, residing in the district, who may be entitled to a Free Appropriate Public Education (FAPE), including special education and related aids and services, pursuant to the Individuals with Disabilities Education Improvement Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504).

Children eligible for FAPE under the IDEA are those with disabilities such as Autism, Multiple Disabilities, Deaf, Deaf-Blindness, Hearing Impairment, Visual Impairment, Speech or Language Impairment, Orthopedic Impairment, Emotional Disturbance, Cognitive Disabilities, Traumatic Brain Injury, Specific Learning Disability, or other health impairments.

Children eligible for FAPE under Section 504 include children who have a physical or mental impairment that substantially limits a major life activity.

If you know of a child who may have a disability or a physical or mental impairment that substantially limits a major life activity or if you would simply like additional information, please contact the Director of Exceptional Students and Educational Interventions at (216) 691-2026.

### IDEA (Individuals with Disabilities Education Improvement Act)

The South Euclid Lyndhurst School District Provides a free and appropriate public education (FAPE) to all students who are identified with a disability from ages 3-22. The district provides a continuum of services along with related services for students who qualify. Our goal is to educate children in the least restrictive environment.

## STUDENT RECORDS / DIRECTORY INFORMATION

The teachers, counselors, and administrative staff keep many student records. Student Records include — directory information and confidential records.

### Student Records

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

The Board is responsible for the records of all students who attend or have attended schools in this district. Only records mandated by the state or federal government and/or necessary and relevant to the function of the school district or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials, and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term “parents” includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term “eligible student” refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student’s consent, provided the student is considered a dependent under Section 152 of the Internal Revenue Code.

#### Notice to Parents Regarding Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires the South Euclid Lyndhurst School District, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the South Euclid Lyndhurst School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures.

FERPA defines “directory information” as information that would not generally be considered harmful or an invasion of privacy if disclosed. The South Euclid Lyndhurst School District has designated the following information as directory information:

Name; Address; Grade Level; Telephone Number; Dates of Attendance; Date and Place of Birth; Electronic Mail Address; Photograph; Major Field of Study; Most recent education agency (school) or institute attended; Participation in officially recognized activities and sports; and weight and height of members of athletic teams.

The primary purpose of directory information is to allow the South Euclid Lyndhurst School District to include this type of information from your child’s education records in certain school publications. Examples include school or district newsletters, annual yearbooks, school programs (such as drama and music productions), graduation programs, or other recognition lists, and sports programs and activity sheets. Directory information shall not be provided to any organization for profit-making purposes.

In addition, two federal laws require the district to provide military recruiters, upon request, with three directory information categories – names, address and telephone numbers – unless parents have advised the District that they do not want their student’s information disclosed without their prior written consent.

**If you do not want the South Euclid Lyndhurst School District to disclose directory information from your child’s education records without your prior written consent, you must notify the district in writing within the first two weeks of school.**

#### Confidential Records

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, or the adult student. The only exception is to comply with state and Federal laws that authorize the release of such information without consent.

Confidential records include test scores, psychological reports, behavioral data, disciplinary actions, and communications with family and outside service providers. The school must have the parent’s written consent to obtain records from an outside 18 professional or agency. Confidential information that is in a student’s record

that originates from an outside professional or agency may be released to the parent through the originator and parents should keep filed copies of such records for their home. Parents may also provide the school with copies of records made by non-school professional agencies or individuals. Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying cost may be charged to the requestor. To review records, please contact the guidance counselor, in writing, stating the records desired. The records will be collected, and an appointment will be made with the appropriate persons present to answer any questions.

### **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS**

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. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal 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 believes are inaccurate or misleading. They should write to the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.
3. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student 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.
4. The right to consent to disclosures 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 district 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; or a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist).

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 district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

## SUPPORT SERVICES

### School Counselors

The school counselor is available to consult with teachers, parents, and students regarding academic and emotional concerns. A school counselor is assigned to each building.

### School Social Workers

School social workers are trained mental health professionals employed by the school district with a degree in social work who provide services related to a person's social, emotional and life adjustment to school and/or society. School social workers work closely with school counselors and are the link between the home, school, and community in providing direct as well as indirect services to students, families, and school personnel to promote and support students' academic and social success.

## SOUTH EUCLID LYNDHURST SCHOOLS TRANSPORTATION – STUDENT BUSING

### Who is Eligible to Ride?

Children living beyond the following walking limits shall be entitled to bus transportation. Please check with the Transportation Office if you are uncertain of the distance to your residence.

- A. Kindergarten through 3 1 mile
- B. Grades 4 through 6 1.5 mile
- C. Grades 7 through 8 2 miles

### Schedules & Routes

Students are to ride only the buses to which they have been assigned. Students must be at their designated stop location 10 minutes prior to the scheduled bus arrival time.

If a student has a one-time emergency and needs to ride a bus other than his/her assigned bus, the parent/guardian must contact SEL Transportation at 216.691.2029. If approved, SEL Transportation will permit a one-day pass for the student to ride the desired bus. After receiving this permission from SEL Transportation, the parent/guardian must send a note or email the school office to inform the school staff of the one-day change; please refer to After School Procedures included in this handbook.

Any long-term alternate location request must be made in writing on a Transportation Child Care Provider Form. (This applies to all daycare requests). These forms are available at the school office as well as the Student Registration office located at 5044 Mayfield Road.

### Transportation to a Caregiver

Transportation to a caregiver is approved under the following circumstances:

- ✓ The caregiver must reside within the boundary of the school of attendance.
- ✓ The appropriate form must be completed and signed by the parent and the adult at the address where the student is going. Forms are available through the school offices and from the Transportation Department and must be received by the Transportation Department.
- ✓ Changes must be made by contacting the Transportation Department. The driver will not accept notes. If there are any questions concerning transportation, please call the Transportation Department.



## General Expectations

Students eligible for transportation services will receive and are subject to the transportation guidelines created by the SEL Transportation Department. Students riding the school bus to and from school as well as students riding the school bus for purposes of field trips, athletic events and other activities are subject to the following:

### Conduct on Bus

- ✓ Remember that riding the bus is a privilege granted to our students. The bus is viewed as an extension of the classroom and conduct should be similar.
- ✓ Profanity or obscene language and gestures will not be tolerated on the bus. Use of such language or gestures will be considered serious enough misconduct to have riding privileges suspended.
- ✓ Eating, drinking, lighting matches, smoking, spitting or littering the bus floor with any material is not permitted.
- ✓ Windows may be opened with permission from the driver. Do not extend any part of one's body or any other objects out of a bus window at any time. Close the window when instructed by your driver. Throwing any object from a motor vehicle is prohibited by law.
- ✓ Absolute quiet must be observed while approaching, stopping, and crossing all railroad tracks.
- ✓ Continued or serious misconduct or refusal to obey a driver's instructions shall be sufficient reason for refusing transportation services to any student. The parents of students that have done damage to a school bus will be billed for repair costs.
- ✓ Your driver has the authority to enforce all of the rules and regulations as described.

### Forbidden Cargo

- ✓ No glass containers, bottles, helium balloons, skateboards or fragile items may be carried on the bus (lunch thermos bottles are acceptable). No laser pointers can be used on the bus.
- ✓ The transportation or carrying of firearms or any other weapons or explosives on a school bus is prohibited by law.
- ✓ Animals are prohibited, with the exception of those intended for special needs assistance.
- ✓ Sharp or pointed school supply items (pens, pencils, compasses, etc.) should be carried in a closed container.
- ✓ Please arrange another means of transportation if you must bring any large, fragile or forbidden cargo to school. Packages or large musical instruments may be carried but must remain on the student's lap. Students must check with the bus driver in advance.

## STUDENT CODE OF CONDUCT/STUDENT DISCIPLINE CODE

### [South Euclid Lyndhurst School District Policy 5600](#)

Schools must provide a climate that promotes academic learning in a safe and democratic atmosphere. To this end, there must be organizational rules governing the conduct and behavior of all who work and learn in South Euclid Lyndhurst Schools. These rules must be firmly and consistently enforced throughout the school, on school vehicles, and at all school sponsored activities. Furthermore, the enforcement of these rules includes the time the student leaves for school until the time of their return from school, as well as anytime a student is within the line of sight of any school property.

The Board of Education realizes, accepts and supports the concepts: (a) that each instance pertaining to discipline, misconduct and improper behavior of students must be dealt with separately, (b) that decisions of punishment will be influenced by such factors as the age of the student(s), the degree, the time and/or nature, the gravity, the

spontaneity or premeditation of the offense and (c) that administrators will apply prudent judgment concerning the gravity and effect of the offense(s) or situation(s) and the type, nature and degree of punishment.

The authority of school officials extends not only through the regular school day but also the time between home and school and at school events outside of school hours and away from school property. Any misconduct on the part of students in school, on the way to or from school, any misconduct which is connected to activities or incidents that have occurred on school property owned or controlled by the district, or any misconduct which is directed to a district employee or official, or the property of such employee or official, or the property of such employee or official which directly relates to and affects the management and efficiency of the school is within the scope of power of school officials and the Board of Education.

**Parents and students will be informed of the student code of conduct and discipline through publication in the school Handbook disseminated online or upon request in the Main Office at each school building.**

**MISCONDUCT SUBJECT TO DISCIPLINARY ACTION:**

**A violation of any of the following may result in disciplinary action, including suspension or expulsion, based on the degree, time and/or nature, the gravity, the spontaneity, or premeditation of the offense.**

- ✓ Tobacco, pipes, lighters, electronic cigarettes (possess, transmit, use)
- ✓ Appearance and dress
- ✓ Profane, vulgar language
- ✓ Insubordination
- ✓ Failure to accept discipline/punishment
- ✓ Bullying/Harassment/Intimidation/Hazing
- ✓ Sexual Harassment/Unwelcome Sexual Conduct
- ✓ Bus Conduct
- ✓ Physical Aggression/Fighting/Violence
- ✓ Violation of Board of Education policies/rules/regulations
- ✓ Disruption of school
- ✓ Vandalism/Damage to School or Personal Property
- ✓ Theft/Stealing School or Personal Property
- ✓ Abusive language toward a school employee
- ✓ Abusive language toward a student or other person
- ✓ Assault toward a school employee
- ✓ Assault toward a student or other person
- ✓ Weapons and dangerous instruments and/or look-alikes
- ✓ Narcotics, alcoholic beverages, and stimulant drugs
- ✓ Trespassing
- ✓ Failure to comply with directives; repeated acts of misconduct
- ✓ Misconduct away from school
- ✓ Possession, use, distribution, or creation of counterfeit money or documents
- ✓ Serious bodily injury

**DISCIPLINARY ACTIONS & CONSEQUENCES FOR MISCONDUCT/VIOLATIONS:**

- ✓ Warning
- ✓ Before or after school detentions
- ✓ Removal of privileges
- ✓ Parent notification
- ✓ Conference with parents(s)/guardian(s)
- ✓ Administrative alternatives to suspension

- ✓ Emergency Removal
- ✓ Out-of-School Suspension, if legislatively permitted
- ✓ Referral to Juvenile Court, if necessary
- ✓ Expulsion from school, if appropriate
- ✓ Prosecution to the fullest extent of the law, when indicated
- ✓ Other appropriate consequences as determined by an administrator
- ✓ Note: All participants in the 7-12 co-curricular program (activities and athletics) are subject to rules and regulations in addition to those stated in this book.

## **REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS**

### [South Euclid Lyndhurst School District Policy 5610](#)

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive, or inappropriate behavior by its students. Please refer to [Policy 5610](#) for the removal, suspension, expulsion and permanent exclusion of students.

Suspension, expulsion, exclusion or removal from school results in an unexcused period of absence from regular classes. A student **does** receive scholastic credit for the period of his/her absence during a suspension or removal; a student **does not** receive scholastic credit for the period of his/her absence during an expulsion. During this time, the student (if s/he is eighteen (18) years of age or older) and/or the parents/guardian or custodian are responsible for the conduct of the individual. While suspended, expelled, excluded, or removed from school under this policy, students are not permitted to attend curricular or extracurricular activities or to be on school property. If a student is removed only from a particular class or activity, s/he may not attend the class or participate in the activity for the duration of the removal.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property, while on properties immediately adjacent to school district property, within the line of site of District property, while on school transportation and/or at school-related events is subject to approved student discipline regulations.

## **STUDENT DUE PROCESS RIGHTS**

### [South Euclid Lyndhurst School District Policy 5611](#)

The Board of Education recognizes that students have limited constitutional rights when it comes to their education. Please refer to [Policy 5611](#) for Due Process Rights.

## **STUDENT RESTRAINT**

Students are expected to respect the authority and position of all school employees. They are further expected to comply with the rules and regulations of the school and to respect the rights of other students. Parents, teachers, and all employees of the school district share the responsibility for encouraging proper student behavior. Staff members will, within the scope of their employment, use reasonable force:

- ✓ in self-defense;
- ✓ to quell a disturbance;

- ✓ to restrain student(s) whose action may cause injury to themselves or others;
- ✓ to obtain possession of weapons or other dangerous objects or substances within the student’s vicinity or control;
- ✓ to protect other persons or property.

Staff members will not use unreasonable physical force or corporal punishment techniques, such as paddling or striking students, to enforce discipline. If alternative discipline measures prove ineffective for specific students, they may be removed from the classroom or school through existing suspension or expulsion procedures.

**STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**  
[South Euclid Lyndhurst School District Policy 7540.03](#)

The Board of Education provides Information & Technology Resources (as defined in Bylaw 0100) (collectively, "District Information & Technology Resources") to support the educational and professional needs of its students and staff. Please refer to [Policy 7540.03](#) regarding student technology acceptable use and safety.

**Acceptable Uses of Computers and On-Line Services**

Users may only use District computers, networks, and on-line services for the following acceptable uses:

- ✓ Learning activities in support of Board instructional objectives;
- ✓ Research supporting educational programs sponsored by the Board; and
- ✓ Communications between faculty, staff, students, and others outside the South Euclid Lyndhurst School District containing messages or information, the content of which is not in conflict with this policy and District regulations.

**Unacceptable Uses of Computers and On-Line Services**

Users may not use District computers, networks, and on-line services for unacceptable uses, specifically included, but not limited to the following:

1. Damaging or altering the operation of the district’s computer network services or interfering with other users’ ability to use District computer network services.
2. Creating or distributing communications, materials, information, data, or images reasonably regarded as threatening, abusive, harassing, discriminatory, obscene, or in violation or inconsistent with any other Board Policy.
3. Infringing on the rights or liberties of others; using profanity or harassing language as a method to offend or insult others.
4. Illegal or criminal use of any kind.
5. Causing or permitting materials protected by copyright, trademark, service mark, trade name, trade secret, confidential or proprietary data, or communications of another, to be uploaded to a computer or information system, published, broadcast, or in any way disseminated without authorization from the owner.
6. Installing or maintaining any hardware or executable software not owned or licensed by the South Euclid Lyndhurst Board of Education. This includes software in the public domain and “shareware”.
7. Granting access to District computers, networks, and on-line services to individuals not authorized by the Board, either by intentional conduct such as disclosing passwords, or by unintentional conduct such as failing to log off.
8. Conducting commercial, profit-motivated, or partisan political activities not related to Board programs.
9. Interfering with other users’ ability to use District computers, networks, and on-line services; attempting to read, delete, copy, modify, or forge information contained in the files of other users.

10. Promoting the use of drugs, alcohol, or tobacco or unethical practices that violate law or Board policy.
11. Accessing, viewing, printing, storing, transmitting, disseminating, or selling any information protected by law or subject to privilege or an expectation of privacy.

Students agree to and understand the following:

- ✓ I will use technology resources in a reasonable, ethical, and legal manner. I will use technology resources only for school related purposes.
- ✓ I will not access, modify, or destroy other user's data. I will not knowingly spread a computer virus, impersonate another user, violate copyright laws, install, or use unauthorized software, damage or destroy resources, intentionally offend, harass, or intimidate others.
- ✓ I will not change computer settings/functions in any way or participate in any form of hacking.
- ✓ I will access the Internet only under appropriate supervision. I will only view sites that directly pertain to school-related assignments. I will not use school technology resources to create, distribute, download, or view obscene, illegal or inappropriate content. I will not plagiarize from the Internet. I will distribute copyrighted material only if I have the owner's written permission. I will immediately inform a staff member if I encounter material that is obscene, illegal, or inappropriate.
- ✓ I will not access social media for personal use from the district's network, unless for educational use.
- ✓ I will not use technology resources to engage in any commercial activity including the purchase of goods or services. I will not give out personal information (full name, address, phone number).
- ✓ I will use technology resources responsibly. I will not give out my passwords. I will not disrupt network usage by others. I will not monopolize technology resources, print excessively, or use an excessive amount of shared data storage space.
- ✓ I will immediately notify a staff member or administrator if I am the subject of harassment while using technology resources, or if I witness inappropriate use of technology resources.
- ✓ I will not use vulgar, derogatory, or obscene language, or language that may be hurtful to another person or that may constitute personal attacks, cyberbullying or harassment of another person.
- ✓ I have read, understand, and agree to abide by the South Euclid Lyndhurst Schools Acceptable Use Policy.

**Annual acceptance of the South Euclid Lyndhurst School District's Technology Acceptable Use Policy occurs online when parents update emergency contact information at the start of the new school year.**