



South Euclid Lyndhurst Schools

Student & Parent Handbook (K-6)

**Adrian Elementary School
Sunview Elementary School**

**Rowland Elementary School
Greenview Upper 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 3,400 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
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

Stefanie Rhine, President
Cassandra Jones, Vice President
Neil Bloomberg, Member
Kathryn Falkenberg, Member
Erin Lee-Harris, Member

South Euclid Lyndhurst Central Office Administration **5044 Mayfield Road, Lyndhurst, OH 44124 – 216.691.2000**

Linda N. Reid
Superintendent of Schools

Dr. Veronica Motley
Assistant Superintendent

Paul Pestello
Treasurer

Jennifer Moles
Director of Special Education

Melissa Thompson
Director of Pupil Services

William Miller
Director of Human Resources

Dana Stearns
Director of Business Affairs

South Euclid Lyndhurst K-6 Elementary Schools

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

Rowland Elementary School (K-3)
Maleeka Bussey, Principal
4300 Bayard Road
South Euclid, Ohio 44121
216.691.2200

Sunview Elementary School (K-3)
Arika Taylor, Principal
5520 Meadow Wood Boulevard
Lyndhurst, Ohio 44124
216.691.2225

Greenview Upper Elementary School (4-6)
Kelly Murphy, Principal
1825 South Green Road
South Euclid, Ohio 44121
216.691.2245

TABLE OF CONTENTS	PAGE
Letter From the Superintendent	2
South Euclid Lyndhurst School District Board of Education, Central Administration, Elementary Schools	3
Required K-12 Annual Notices of the South Euclid Lyndhurst School District Responsibility for Student Behavior Bullying and Other Forms of Aggressive Behavior Non-Discrimination Policy/Complaint Procedure	5
General Information	15
Student Absences and Excuses Before School Procedures After School Procedures Parent Sign-Out Procedures Tardiness	15
Dress and Grooming	17
Recess Guidelines	18
Personal Items/Electronic Communication Devices Skate Boards/Scooters/Roller Blades/Skates Lockers and Storage Spaces	18
Cafeteria and Food Guidelines	19
Fire, Tornado, Safety/Lockdown Procedures	20
Emergency and Disaster Policy	20
School Closing Announcements	21
Computer Use	21
School Health Services	21
Reporting Student Grades and Progress to Parents	23
Ohio's Elementary Assessments	23
Elementary Gifted Services	23
English as a Second Language/English Language Learners	24
Parent/Community Involvement	24
Student Records Notification of Rights Under FERPA	26
Registration and Residency Requirements	27
Special Education	28
Support Services	29
Transportation – Student Busing Who is Eligible to Ride? Schedules & Routes General Expectations	29
Student Code of Conduct/Student Discipline Code	31
Student Due Process Rights	34
Student Restraint	34
Technology Acceptable Use Policy	35

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

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.

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

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

Harassment or intimidation is:

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

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

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race,

color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

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

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

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

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

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

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

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

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

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

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

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

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

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

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

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

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

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take

appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

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

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

Immunity

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

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

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

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

Education and Training

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

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

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

In accordance with Board Policy **8462**, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667

State Board of Education Model Policy (2007)

Adopted 7/15/03

Revised 3/28/06

Revised 7/17/07

Revised 4/18/08

Revised 4/20/10

Revised 3/22/11

Revised 10/16/12

Revised 3/18/14

“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 web sites, and defamatory online personal polling web sites, 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 cyber-bullying 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:

1. posting slurs or rumors or other disparaging remarks about a student or a staff member on a web site or on weblog;

2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
3. using a camera phone or other electronic storage devices to receive and send embarrassing photographs or videos of students or staff members;
4. 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, 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 **Harassment**, consult Policy 5516.

“Hazing” includes doing any act or coercing another, including the victim to do any act of initiation which causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption or risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. For a definition of and instances that could possibly be construed as Hazing, consult Policy 5516.

“Intimidation” includes, but is not limited to, any threat or act intended to tamper, substantially damage, or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

“Menacing” includes, but is not limited to, any act intended to place a staff member, student, or third party in fear of imminent serious physical injury.

“Staff” includes all school district employees and Board members.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school crossing guards, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

Sexual Harassment

Verbal: The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

Non-verbal: Causing the placement of sexually suggestive object, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.

Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

Gender/Racial/Ethnic/Religious/Disability Harassment

It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student or staff member, or any person associated with the school district while on SEL District property or at any school related event on or off SEL District property.

Verbal:

- Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, race, national origin, religious beliefs, disability, etc. toward a fellow student, staff member, or other person associated with the District.
- Conducting a "campaign of silence" based upon gender, race, ethnicity, religion, disability toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

Non-verbal:

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon gender, race, ethnicity, religion, disability toward a fellow student, staff member, or other person associated with the District.

Physical:

Any intimidating or disparaging action based upon gender, race, ethnicity, religion, disability such as hitting, kissing, or spitting on a fellow student, staff member, or other person associated with the District.

Any student who believes that she/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should make contact with a Principal, Assistant Principal, Counselor or Teacher to report any harassment incident.

The student may make contact either by a written report or by telephone or personal visit to a Principal, Assistant Principal, Counselor, or teacher. During this contact, the reporting student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report will be prepared promptly and a copy forwarded to the Principal. Each report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse which will require that the student-abuses be reported to proper authorities.

Non-Discrimination Policy

It is the policy of the South Euclid Lyndhurst City Schools to provide equal education, counseling, and extracurricular opportunities for all students. The South Euclid Lyndhurst school system does not discriminate in admission or access to, or treatment or employment in its programs and the activities. Compliance officers appointed to implement these policies are: Director of Personnel for matters related to employment, Director of Business Affairs for matters related to physical facilities and Director of Instruction for matters relating to students.

NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES FOR TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AND ADA

Nondiscrimination: 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, creed, disability, age, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

Complaint Procedure

Section I

If any person believes that the South Euclid Lyndhurst School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title VI and VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, and (4) The Americans with Disabilities Act, she/he may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator:

Director of Human Resources
5044 Mayfield Road, Lyndhurst, Ohio 44124
216.691.2000

Director of Pupil Services
5044 Mayfield Road
216.691.2000

All necessary forms and written procedures regarding such complaints are available at the office of the Director of Human Resources and will be provided to any person upon request.

Section II

The person who believes she/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. She/he may initiate formal procedures according to the following steps:

Step 1: A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2: If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, she/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after the receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3: If the complainant remains unsatisfied, she/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4: If at this point the grievance has not been satisfactorily settled, further appeal may be made to:

U.S. Department of Education
Office of Civil Rights
600 Superior Avenue, Room 750
Cleveland, Ohio 44114

Inquiries concerning the nondiscriminatory policy may be directed to:

Director
Office of Civil Rights
Department of Education
Washington, D.C. 20201

The District's Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the District Coordinator's office.

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 take effect that includes 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 now required to assemble an absence intervention team and meet 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:

- A. holding a full-time age and schooling certificate and being regularly employed;
- B. receiving approved home schooling;
- C. attending a nonpublic/community school;
- D. 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.

A. Excused absences

The parent or guardian is required to provide an explanation of each absence. An excuse for absence from school may be approved on the basis of any one or more of the following conditions:

1. Personal illness

2. Illness in the family
3. Quarantine of the home
4. Death of a relative
5. Observance of religious holidays or;
6. Emergency or set of circumstances approved by the Superintendent.

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 Director of Pupil Services.** 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.

B. 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:	Adrian Elementary School	216.691.2170
	Rowland Elementary School	216.691.2200
	Sunview Elementary School	216.691.2225
	Greenview Upper Elementary School	216.691.2197

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.

C. 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, or district attendance officer.

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.

BEFORE SCHOOL PROCEDURES

Children are not to arrive at school earlier than 15 minutes (K-3) or 30 minutes (4-6) 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 (4-6).

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
Greenview.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-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.

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:

- A. Present a hazard to the health or safety of the student himself/herself or to others in the school
- B. Materially interfere with school work, create disorder, or disrupt the educational program
- C. Cause excessive wear or damage to school property
- D. 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's 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.

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

PERSONAL ITEMS / ELECTRONIC COMMUNICATION DEVICES

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 visible any 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.

Skate Boards/Scooters/Roller Blades/Skates

To promote safety, skate boards, 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.

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 to 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.

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 web site under Nutrition Services. You may apply for free/reduced priced meals at any time during the school year.

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 they are in South Euclid Lyndhurst Schools. The cashier can see a student's account after the student enters their number on the PIN pad.

Lunch Money (K-6)

1. Use an envelope or a "Ziploc-type" bag
2. With a permanent marker, write your child's first and last name as it appears on school records
3. Write your child's teacher's name on the bag or envelope
4. A note with the amount included is helpful, particularly if multiple lunches and/or snacks are being paid.
5. Direct student to give the bag of money to his/her teacher in the morning
6. No cash is accepted from children in the cafeteria

The South Euclid Lyndhurst School district uses EZ-Pay as the method of notification for fees due for payment or overpayment for reimbursement. **Please create an EZ-Pay account for your student regardless of meal status or instructional fees and waivers.** *Please remember, EZ-Pay payments require 48 hours to post to your child's account.*

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 his/her 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 EZ-Pay 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

Parents are welcome to come and eat lunch occasionally with their child. Please sign-in at the main office to obtain a visitor’s pass before proceeding to the cafeteria.

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.

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.

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.

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).

COMPUTER USE

South Euclid Lyndhurst School District Policy 7540

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 {please refer to the final section of this 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.

SCHOOL HEALTH SERVICES

PSI Affiliates, Inc.

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 PSI Affiliates, 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
- ✓ Mandated health screenings

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 which includes recess.

Please keep emergency contact information current.

First Aid

First Aid will be provided to ill/injured students by the School Health Specialist in accordance with medically approved protocols.

Illness During School

If a student becomes ill during the school day, she/he must obtain a pass from the teacher before reporting to the clinic. If a student needs to leave school because of illness, a school official will contact one of the student's parents or guardians.

Health History form

South Euclid Lyndhurst Schools uses the Health History form recommended by the Ohio Department of Health. A Health History form must be completed each school year for each student. The Health History form includes information regarding how to reach you or another responsible adult who can pick up your child from school promptly in the event of illness/injury. Please help us to stay current regarding your child's health needs by updating forms as your child's circumstances may change throughout the school year. In the event that emergency transport is required, a copy of this form will be given to the medical provider rendering treatment.

School Health Services

If your child has a significant medical history, it is important to share the information with the nurse so that plans can be put in place to support your child's health needs during the school day.

Health Screenings

Vision and Hearing screenings are conducted each year for students in preschool, Kindergarten, grades 1, 3, 5, 7, 9, and 11, students new to SEL, as well as by request of parent or teacher. Screenings for scoliosis are also conducted in appropriate age groups. All screenings are completed in accordance with Ohio Department of Health guidelines. Families are notified if the screening indicates that further medical evaluation is necessary.

Medication

Medications are authorized in accordance with SEL policy. Medication Assistance forms are available from the school office/clinic or online. A separate form must be completed by the physician for each medication or treatment, (prescription as well as over-the-counter, which includes cough drops, vitamins, ointments, sunscreens, etc.) and signed by the parent. Medication must be in original container and labeled appropriately with student name, name and dose of medication, and safe expiration date. Medications and or treatments must be delivered to the clinic by an adult, along with the appropriate completed medication form. Additional forms are required for certain medications such as Diastat, insulin, epi-pens, or asthma inhalers. Parents/Guardians are to provide supplies needed for students (diabetic, etc.). Contact your school's Health Clinic if you have questions concerning medication for your child.

Emergency Phone Numbers/Emergency Medical Authorization

All information should be updated online at the beginning of each school year within the first week of school. Parents/Guardians must keep the school informed of current home, work, and "in case of emergency" telephone numbers. In case of a student's accident or illness, these phone numbers are the school's only way of getting in touch with the parent/guardian. Please complete Emergency Medical information online at the beginning of the school year, upon new student enrollment or when there is a change with contact information. You will receive an invitation code to access the online system to review and submit the required online forms. "Emergency Contacts" must be able to come to school within 45 minutes of a call to pick up a sick or injured child. Students who fail to have an emergency medical form on file may not participate in any athletics or extracurricular activities or participate in any class/group field trips.

Communicable Disease

In order to protect our children from vaccine-preventable disease, SEL requires documentation of each student's immunization record. **STATE LAW REQUIRES THAT STUDENTS WITHOUT PROPER IMMUNIZATIONS OR EXEMPTION ON FILE BE EXCLUDED FROM SCHOOL AFTER 14 DAYS FROM THE START OF SCHOOL UNTIL PROOF OF VACCINATION IS PRESENTED OR EXEMPTION FORM FILED.** Please help us to keep all of our students healthy by updating the school when your child receives vaccines. Please contact your school's Health Clinic for any questions you may have regarding required immunizations.

We require students to be well in order to actively participate in their educational day. Please keep your child home for the following:

- **Coughing** – if they have a persistent disruptive cough.
- **Diarrhea** – until diarrhea has ceased for 24 hours without medication.
- **Fever 100° or higher** – until fever below 100° for 24 hours without medication.
- **Lice or Nits – until treated & “nit-free”.** (Must be checked by clinic or office staff prior to readmission to school.) Parent/guardian must escort the student to school to be assessed. Students may not return on their own until they are cleared by the clinic staff.
- **Rash** – oozing, unable to be covered, if rash is untreated or if child is too uncomfortable even if treated.
- **Strep Throat/Scarlet Fever** – until he/she has been on antibiotics for 24 hours.
- **Vomiting** – until vomiting has ceased for 24 hours without medication.
- **Conjunctivitis (Pink Eye)** – until he/she has been on antibiotics for **24** hours.

REPORTING STUDENT GRADES AND PROGRESS TO PARENTS

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

OHIO'S ELEMENTARY 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 or contact your child's classroom teacher.

ELEMENTARY GIFTED SERVICES

Identification

Students may be identified in superior cognitive ability, specific academic ability (reading, mathematics, science or social studies), creative thinking, and visual and/or performing arts (music, art, dance, drama). It is very likely a child could be identified in two or more areas.

Referrals

Any student in kindergarten through grade twelve, regardless of cultural diversity, socioeconomic background, disability, or those for whom English is a second language, may be referred for testing at any time by a teacher, parent, peer, or others familiar with the student's potential or performance. Referral forms are available on the District website or by mail if requested by calling Gifted Services at (216) 691-2023.

Services

Districts are required to identify gifted students. However, school districts are not required to provide gifted education services. The South Euclid Lyndhurst Schools currently provides a variety of formal services for students in grades 3-12 and informal services for students in grades K-2.

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 conduct an assessment of 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

PARENT/COMMUNITY INVOLVEMENT**Communications**

Each elementary school publishes a school newsletter. Special bulletins or flyers are sent home as a reminder of special events by the school or PTA. Please visit Flyer Central on the District website at www.sel.k12.oh.us for non-school sponsored news, information, services, resources and events.

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. The district website also lists days off from school and emergency school closings.

Visiting the School

All visitors (non-staff members) must enter at the main office doors. Report to the office to officially sign in and to receive a Visitor's Badge. Adults without a Visitor's Badge will be redirected to obtain one from the office. For safety purposes and to minimize classroom distractions, visitors must **schedule an appointment** in order to speak to a staff member. Appointments may be set up via email or by calling our school secretary.

Parent Volunteers

We love and appreciate our parent/guardian volunteers! More information will be provided by the PTA and by the homeroom teachers regarding volunteer opportunities for parents/guardians. In order to maintain the safety and well-being of each visitor, we request **volunteers make prior arrangements for childcare of younger siblings.**

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 (November) and in the spring (February/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 Karen Valenza at 216.691.2024 or Valenza@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.

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.

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 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.

REGISTRATION AND RESIDENCY REQUIREMENTS

Please complete Pre-Registration online and schedule an appointment at <https://registration.sel.k12.oh.us>. If you have questions, please call the Office of Pupil Services at 216.691.2062 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.

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

- ✓ 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. This form **MUST** be notarized. Notaries Public are available at the Administration Building. 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 by the legal owner of the property, and signed in the presence of a Notary Public.

- ✓ 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 Address AND/OR Change of Legal Custody

At any time throughout the year if you are moving or have moved, you are required to notify your child's school or Central Registration of 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.

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 Pupil 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.

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 Special Education 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.

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 the 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.

Gifted Services

Identified students are provided services based on need.

Title I / Academic Tutors

Assistance given to identified students to develop reading, language and math skills.

SOUTH EUCLID LYNDHURST SCHOOLS TRANSPORTATION – STUDENT BUSING

Who is Eligible to Ride?

South Euclid Lyndhurst School District students (Grades K-8), residing 1 mile and greater (K-3), 1.5 miles and greater (4-6) and 2 miles and greater (7-8) from the building they attend are eligible for transportation services. Please check with the Transportation Office if you are uncertain of the distance to your residence.

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 {please refer to After School Procedures on page 16} to inform the school staff of the one-day change.

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 Care Giver

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.

- ✓ 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 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 include 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
- ✓ 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.

EXPULSION & SUSPENSION

South Euclid Lyndhurst School District Policy 5610

"Emergency Removal" is the exclusion from school and all school related activities of a student whose presence poses a continuing danger or embarrassment to District property or persons or whose behavior presents an ongoing threat of disruption of the academic process taking place in the classroom or elsewhere on the school premises, for a period not to exceed seventy-two (72) hours. A hearing will be held with the assistant principal to determine if the actions of the student that resulted in the removal will result in suspension from school.

"Suspension" shall be the temporary exclusion of a student by the Superintendent, Principal, Assistant Principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed; fewer than ten (10) days remain in the school year. The Superintendent may apply any of all of the period of suspension to the following year. The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 – Due Process Rights.

Out-of-School Suspension results in loss of the privilege to participate in school and extracurricular activities during the time of the suspension. Suspension results in exclusion from classes and all school activities; however, students are permitted to make up and receive academic credit for any projects, tests, quizzes, or work assigned while on suspension. It is the student's responsibility to request assignments from his or her teachers. The same amount of time will be given to make up the work as the amount of days suspended from school. During suspension, students are not permitted in the school building, on school grounds, or in attendance at any school-sponsored event off school grounds.

An “**Expulsion**” shall be the exclusion of a student from the schools of this district for a period not to exceed the greater of eighty (80) school days of the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 – Due Process Rights.

“**Permanent Exclusion**” shall mean the student is banned forever from attending a public school in the State of Ohio. This process is formal and will usually follow an expulsion with the proper notification to the parents.

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.

All procedures involve parental and student rights which shall be communicated at the time of notification of disciplinary action.

Zero Tolerance. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive or inappropriate behavior by its students.

The South Euclid Lyndhurst Board of Education believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive or inappropriate behavior by its students. Zero tolerance refers to the District’s intolerance to any and all inappropriate behavior.

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.

Dangerous Weapons

The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives and other dangerous weapons in the schools.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffle or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Section 921-924), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge or more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. Ohio Revised Code requires the Superintendent of Schools, in certain specifically defined cases, to expel a student from school for up to a period of one year for possessing a firearm or knife, as defined in Ohio law.

STUDENT DUE PROCESS RIGHTS

South Euclid Lyndhurst School District Policy 5611

Students are provided due process in any situation which may result in an interruption to or loss of their rights to an education, except in an emergency removal lasting less than 24 hours. During an informal hearing, the student is given written notice of the charges. During this hearing, the student has the right to challenge the reasons for the intended suspension or removal and to otherwise explain his/her actions. This hearing may occur immediately or during the period of the removal. In the event a suspension or expulsion is determined, the student and parents have the right to appeal the decision through the procedures outlined in the student suspension and student expulsion policy.

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.

South Euclid Lyndhurst City School District Technology Acceptable Use Policy

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech").

First, and foremost, the Board may not be able to technologically limit access, through its Education Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures, may not be disabled at any time that students may be using the Education Technology, if such, disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to disciplinary action.

The Superintendent or Designee may temporarily or permanently unblock access to websites or online educational services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social Networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students in grades 4 - 12 will be assigned a school email account that they are encouraged to utilize for all school-related electronic communications, including those to staff members. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Board's computers/Network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Vandalism includes uploading/downloading any inappropriate or non-school related material, creating computer viruses and/or any malicious attempt to harm, alter or destroy equipment, materials or the data of any other user. This includes duplicate (two or more incidents) to laptops/computers/Chromebooks, or computer accessories by a student or staff member. Students and student families will be financially responsible for all damages resulting from incidents of vandalism that require repair or replacement of district hardware and/or accessories.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Designee as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to *students'* use of the District's Education Technology.

P.L. 106-554, Children's Internet Protection Act of 2000
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
18 U.S.C. 1460
18 U.S.C. 2246
18 U.S.C. 2256
20 U.S.C. 6777, 9134 (2003)
76 F.R. 56295, 56303

Adopted 6/25/02
Revised 3/28/06
Revised 1/29/09
Revised 8/17/12
Revised July 2016

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, confidentially 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.