



# **South Euclid Lyndhurst Schools**

## **Student & Parent Handbook (7-12)**

**Memorial Junior High School (7-8)  
Charles F. Brush High School (9-12)**

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**

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## REQUIRED K-12 ANNUAL NOTICES OF THE SOUTH EUCLID LYNDHURST SCHOOL DISTRICT

### Responsibility for Student Behavior

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

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

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

The Board of Education has the responsibility to:

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

Students have the responsibility to:

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

Parents have the responsibility to:

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

Teachers have the responsibility to:

- Respect the rights and dignity of all members of the school community.
- Refer to and assist other personnel with problems requiring specialized attention.
- Establish, explain, maintain, obey, and enforce classroom and school rules consistent with Board of Education policy.
- Maintain open lines of communication between schools, students and parents.

- Prepare and conduct lessons designed to achieve Board-approved goals and objectives of the educational program.

Administrators have the responsibility to:

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

Non-teaching employees have the responsibility to:

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

### Bullying and Other Forms of Aggressive Behavior

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

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities. The policy of the District is to provide an equal opportunity for all students, regardless of Protected Classes, or any other legally protected category, 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.

## Student Attendance Record

Rule 3301-69-02

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

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

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

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

**Vacations are not legally excused absences.** There are approximately fourteen (14) weeks during the year when students are not in school. If a student will miss school because of a vacation, **the required "Unexcused Absence for Vacation" form must be completed and filed with the 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.

**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:**

**Memorial Junior High School                      216.691.2140**

The Attendance Line is available 24 hours. To speak with someone, please call 216.691.2143.

**Brush High School                                      216.691.2075**

The Attendance Line is available 24 hours. To speak with someone, please call 216.691.2075 between the hours of 7:30 AM and 11:30 AM or extension 2083 between the hours of 7:30 AM and 4:00 PM.

If we do not receive a call, office personnel will contact parents. If we are unable to reach a parent by phone, the child is requested to bring a written excuse from the parent/guardian upon returning to school.

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

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

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

### **ADULT STATUS**

Students who become eighteen (18) years of age may apply for adult status if they are living independently as approved by the Board of Education. The application should be secured from the Principal's office. Once the application is completed, it needs to be returned to the Principal's office. This approval then results in the student assuming all responsibility for one's self and one's education and denies one's parent/guardian from having any further contact with the school. All adult status requests must have administrative approval.

### **ALL-CALL SYSTEM**

Memorial Junior High School/Brush High School utilizes an automated communication system which provides parents/guardians with immediate telephone notification of situations such as school closings, updates of events, and emergencies.

### **ATHLETIC ATTENDANCE**

Any student participating in an athletic program must be present in classes all day on the day of the contest or practice in order to be able to participate. A student who is absent on Friday may practice or compete on Saturday. Exceptions to this requirement include field trips, other educational experiences, death in immediate family, religious holidays, or absences approved by the Principal.

## **ATHLETIC DEPARTMENT**

Please visit the website for Athletic Opportunities available at Memorial Junior High School and Brush High School, including Adult general admission and Student admission rates.

### Athletic and Co-Curricular Eligibility South Euclid Lyndhurst School District Policy 2431

The South Euclid Lyndhurst Board of Education will enforce the following eligibility requirements for students participating in interscholastic activities, both athletic and non-athletic. The definition of interscholastic co-curricular activities is defined as a school sponsored student activity involving more than one school or school district. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with board policy. In order to be eligible, a student in grades 7 through 12 must be:

- ✓ Currently enrolled or must have been enrolled in a chartered school in the immediate preceding quarter.
- ✓ The student must have a grade point average for the preceding grading period of 1.5 or higher.
- ✓ A student in grades 7-12 participating in athletics or school sponsored clubs/sports must be qualified under all rules established by the Ohio High School Athletic Association.
- ✓ A student in grades 9-12 must have earned two and one-half (2-1/2) credits in the preceding grading period.
- ✓ Students enrolled in Post-Secondary Enrollment Option should consult their counselor to determine credits. A two semester hour college course equals .4 credits and a three-semester hour college course equals .6 credits.

A student enrolling in the 7th through 12th grades after having been home-schooled for one year will be eligible for the first grading period regardless of previous academic achievement. This provision is a one-time exemption per student during the student's 7th through 12th grade enrollment in the district. A student with an I.E.P. is exempt from the grading provisions set forth in this policy only if it is so indicated in the student's I.E.P., but those students still must meet the OHSAA requirements as per 3323.08 of the Ohio Revised Code.

Summer school classes do not count toward interscholastic eligibility!

### NCAA Division I / II College Eligibility Rules

Students who wish to participate in NCAA Division I/II intercollegiate athletics as a freshman or receive an athletic grant-in, aid scholarship must meet specific criteria. The requirements are intended to ensure that entering student-athletes are prepared and motivated adequately to handle college-level course work. Student-athletes should consult with their coaches and/or Memorial Junior High School/Brush High School's Athletic Director for copies of NCAA Initial-Eligibility requirements.

The NCAA requires all seniors to be registered with the NCAA Initial-Eligibility Clearinghouse if the senior intends to play sports at a Division I/II college. If the senior is considering participating in athletics at any post - high school institution, please see Mr. Murphy, Athletic Director, for specific regulations. Students may log on to the NCAA Clearinghouse Website for further information at: [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).

### Sportsmanship Code

It is important for all athletic fans to remember to cheer responsibly. We ask fans to be courteous, respectful and supportive of the players, officials, coaches, and other fans. Good behavior and sportsmanship is expected from each person present. This means there can be no gestures, comments, chants or actions that may embarrass or intimidate players, coaches, officials, or opposing fans. These activities may result in fans being removed from the

games and the premises. You are invited to cheer for the Arcs, but do not embarrass the team or the school by engaging in inappropriate or negative actions or words.

#### **APPOINTMENT TO SEE YOUR COUNSELOR**

Students wishing to see their School Counselor must have an appointment scheduled with their Counselor. Students can fill out a “request to see Counselor” form. Parents are encouraged to make appointments to see the School Counselor so the Counselor can set aside time to meet with them.

#### **CAFETERIA**

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 he/she is in South Euclid Lyndhurst Schools. The cashier can see a student’s account after the student enters his/her number on the PIN pad.

The South Euclid Lyndhurst School district uses 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 student’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 student:

- 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.

#### Cafeteria Use

During the lunch periods, proper behavior and good manners are expected by all who use the facility. The following rules and regulations should be observed.

- ✓ Students are to report directly to the lunchroom and not loiter in the halls or restrooms.
- ✓ Food should be eaten in the cafeteria area.
- ✓ Do not cut ahead of others in the lunch line.
- ✓ No loud or unusual noises in the lunch room.
- ✓ No throwing of food, paper or other items.
- ✓ Courtesy and respect are expected at all times to all school personnel.
- ✓ No game playing will be allowed during lunch.
- ✓ Students are expected to clean up after themselves; failure will result in disciplinary actions.
- ✓ Students must remain in the cafeteria for the entire period. Students may not wander the building.
- ✓ Outside vended food may not be delivered to the school at any time unless under the supervision of a teacher, advisor or coach.

#### Expectations of Cafeteria

It is the expectation that students using the cafeteria must do so in a respectful manner.

- ✓ The table must be kept clean.
- ✓ All trays must be returned to the proper area.
- ✓ Students are to remain seated until the bell rings.

Students who fail to keep the cafeteria clean or behave improperly will face disciplinary action, which may include clean-up of cafeteria, assigned seats, detention, alternatives to suspension, or other disciplinary action, loss of privilege to use the cafeteria, or out of school suspension.

### **CLASSROOM / STUDY HALL ATTENDANCE**

Regular, punctual, and consistent class attendance is a basic ingredient for success in every course. All students are to be in each assigned class, study hall each and every day that they are in school. Attendance is taken in every class study hall. Any unauthorized absence from class/study hall will result in disciplinary action.

### **CLINIC**

ALL STUDENTS MUST HAVE A PASS FROM A TEACHER TO ENTER THE CLINIC. Students may only remain for 15 minutes then return to class. Students are not permitted to sleep for the entire period. Students entering or leaving the clinic must sign in and out on the "Clinic Sign-In Sheet". It is the responsibility of the student to clear

up his/her class absence by using the clinic pass. Failure to follow the correct procedure could result in the student being reported as a class cut.

Health History Update / Emergency Contacts Form  
South Euclid Lyndhurst School District Policy 5341

ALL STUDENTS/PARENTS ARE REQUIRED TO HAVE AN EMERGENCY MEDICAL CARD ON FILE IN THE SCHOOL OFFICE. (Ohio Revised Code - Section 3313.712). These blank forms are given to all students at the beginning of each school year and should be completed and returned within the first week of school.

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

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

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

In the event of an injury, you must inform the teacher in charge. All students and parents are asked to immediately report injuries occurring on school property or at school sponsored activities to the school administrator or supervising staff member. This person will complete a STUDENT SCHOOL INJURY REPORT form, which will be kept on file by the Principal. Personal claims for insurance reimbursement for medical expenses require proof of injury forms that can only be completed by your teacher.

NOTE: Leaving the building without prior approval through the nurse, Guidance Department, Attendance Office, or Administrator's Office and failing to sign out, will be an unexcused absence and disciplinary consequences will occur.

Immunization Policy  
South Euclid Lyndhurst School District Policy 5320

Students enrolled in kindergarten through grade twelve must have written proof of immunizations currently required under Ohio law on file at their school. Ohio law requires schools to exclude students from attendance no later than fifteen school days after admission if they are not properly immunized. For the safety of all students, the school Principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized waiver. For specific requirements, please consult your School Health Specialist or the School Health Coordinator at the Board of Education.

### Medication

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

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

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

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

### **CLUBS AND ACTIVITIES SPONSORED BY MEMORIAL JUNIOR HIGH SCHOOL/BRUSH HIGH SCHOOL**

Memorial Junior High School/Brush High School offers a wide variety of clubs and activities to supplement classroom education. The co-curricular program provides students with various opportunities to explore areas of interest, exhibit leadership, and serve the community. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel.

Memorial Junior High School/Brush High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter. Extracurricular activities may not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. For a complete list of these opportunities, students should visit the Guidance Office.

### **CO-CURRICULAR and EXTRACURRICULAR CODE OF CONDUCT**

All students participating in the co-curricular activities program such as sports, Marching Band, clubs, and activities, must sign and agree to the rules and regulations stated in the co-curricular code of conduct. Each student should read the Athletic Code of Conduct supplied to athletes at the beginning of each sports season and by advisors upon enrollment in a club/activity. The code of conduct must also be signed by a parent and returned to the head coach or advisor before a student can begin participation. Each student is covered by all provisions of the Code of Conduct during the sports season for athletes or while a member of any club or activity at Memorial Junior High School/Brush High School. Please visit the website to review the Athletic and/or Co-Curricular Code of Conduct.

### **COLLECTIONS**

All collections must be approved by the Principal prior to any advertisement, sale or collections. Unauthorized solicitations may result in disciplinary actions. Any fundraising activity must first be approved by the Principal.

## **COLLEGE CREDIT PLUS**

### **South Euclid Lyndhurst School District Policy 2271**

#### **Taking College Courses in High School**

The Ohio Legislature has established a program that awards high school and college credit to high school students. Students enrolled in college courses for high school credit under this plan will not be charged for tuition, textbooks, materials, or other fees directly related to the course. The Ohio Department of Education will reimburse the college for participants in this program. To qualify for the program, students must have at least a 3.0 cumulative grade point average in high school courses in the same subject area(s) as the college courses they elect to take. Students with parent permission must enroll in this option by March 30th of each year. Once the student enrolls with his/her counselor, the student must seek application and acceptance into his/her desired college.

Each college establishes its own application and admission policies. Applying for admission does not guarantee acceptance. The student's cumulative high school grade point average and admissions tests are major factors considered by the college admissions office. Students who fail or withdraw from one or more CCP courses in a semester may be denied the privilege of continuing in the CCP program. Any student, who fails a CCP course, will be charged the tuition cost of the program. After gaining acceptance at the desired college, it is the student's responsibility to arrange for college course selection and scheduling. College course(s) combined with high school courses cannot exceed seven courses each semester. Students may withdraw from a CCP course by September 15th, first semester and February 1st, second semester with no penalty. Students who withdraw from a CCP course after the above deadlines will withdraw with an F in the course(s). Intent to participate forms for the post-secondary enrollment option can be obtained from the guidance department.

Please note — grades in college courses may affect high school grade point averages and class standing. Any student in grades 10 through 12 may enroll in a post-secondary program provided he/she meets the requirements established by law and by the District. A student will be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Any interested student should contact their School Counselor to obtain the necessary information.

#### **COLLEGE REPRESENTATIVES AT BRUSH HIGH SCHOOL**

A calendar will be posted each fall with a listing of the college representative who will be visiting Brush High School. A student may sign up to attend three (3) of these sessions. A form will be given to the student, which requires a teacher signature to be excused from that class period to attend the college session.

#### **COLLEGE VISITS**

**Brush High School Juniors and Seniors** will be excused from school up to a maximum of three days (total) for college visitations. In order to be excused, students must obtain a verification form and field trip forms from the appropriate administrator, complete the forms, and submit college verification of their visit upon return to school.

## **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.

### **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASE**

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

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

### **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASE**

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

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

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

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

- ✓ Coughing: If they have a persistent, disruptive cough.
- ✓ Diarrhea: Until diarrhea has ceased for 24 hours without medication.
- ✓ Fever 100 degrees or higher: Until fever is below 100 degrees for 24 hours without medication.
- ✓ Lice or Nits: Until treated and "nit free" (must be checked by clinic staff before returning to classroom).
- ✓ Rash: If rash is untreated or if child is too uncomfortable even if treated.
- ✓ Strep Throat/Scarlet Fever: Until he/she has been on antibiotics for 24 hours.
- ✓ Conjunctivitis: Has red, swollen eyes that itch and are draining pus or have a crusty appearance upon awakening. Keep home until he/she has been on eye drops/antibiotics for 24 hours and cleared by a doctor.
- ✓ Vomiting: until vomiting has ceased for 24 hours without medication.

- ✓ Communicable Diseases: If your child has been diagnosed with a communicable disease, keep him/her home until the doctor clears your child to return to school. Examples include but are not limited to Chicken Pox, Impetigo, Scabies, Lice and Ringworm.

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

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

### **CONTROL OF BLOOD BORNE PATHOGENS**

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood borne pathogens in the school environment and/or during their participation in school related activities. While the risks of students being exposed to blood borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precautions to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection. Students may be exposed to blood borne pathogens in situations, including, but not limited to the following:

Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.

### **COURSE OFFERINGS**

All course offerings may be found in the Memorial Junior High School/Brush High School Registration Booklet in the Guidance Office or online.

### **CREDIT FLEXIBILITY INFORMATION & GUIDELINES**

Credit Flexibility applies to credit earned through preapproved coursework, assessments and/or performances that demonstrate proficiency at **Brush High School**. Credit awarded through this policy will be posted on the student's transcript and counted as graduation credit in either the related subject or as an elective. The school district will communicate the guidelines of the Credit Flexibility policy and program on the district website and through the middle and high schools' Guidance Departments.

### **DANCES**

Dances are open to any Memorial Junior High School/Brush High School student, who is in good standing, as well as his/her guest.

- **Memorial Junior High School** does not permit guest at dances. All students must arrive to the dance within one hour from the official start time of the dance. The only exceptions to this rule are if the student is participating in another school sponsored event or if the student is accompanied by a parent/guardian. In the event of students acting or dancing in an inappropriate fashion or engaging in a lewd fashion, as deemed by the administration and chaperones, the offending students may be removed from the dance.
- **Brush High School** students must use the appropriate guest form and register their guest. At the dance, the guest must show proper picture identification (i.e., high school identification card, college identification, driver's license). All students must arrive to the dance within one hour from the official

start time of the dance. The only exceptions to this rule are if the student is participating in another school sponsored event or if the student is accompanied by a parent/guardian. In the event of students acting or dancing in an inappropriate fashion or engaging in a lewd fashion, as deemed by the administration and chaperones, the offending students may be removed from the dance. No guests over 20 years old are allowed at school dances. Guests must be in at least 9th grade to attend a dance at Brush High School.

#### **DOCTOR AND OTHER APPOINTMENTS**

All doctor or other appointments must be authorized through the attendance office no later than the day of the appointment. Any call after that day will NOT be excused. When you return to school after the appointment, you are to sign in at the attendance office where the time of your re-entry will be recorded.

#### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without either:

- ✓ Parent or guardian verbal notification to the attendance office prior to the time of the student's departure
- ✓ The parent or guardian coming to the school office to request the release.
- ✓ Anyone signing a student out of school must be identified on the emergency card and show photo identification.

No student will be released to a person other than a custodial parent(s) or guardian without permission by the custodial parent(s) or guardian. The early dismissal time may result in one-half ( ½ ) day absence.

#### **EARLY DISMISSAL - LATE ARRIVAL PASS**

To be eligible for this privilege, students must have parental approval, apply for permission and be granted such by the appropriate grade level administrator.

Exceptions are those students involved in vocational work programs within the school, or outside school responsibilities with College Credit Plus (CCP) or special permission from the Principal. These students may receive an Early Dismissal/Late Arrival pass authorizing them to regularly leave school prior to the end of the day or arrive after the start of the school day. Students are not to be in the building prior to their arrival time or after their dismissal time without permission of an administrator.

#### **EARLY GRADUATION**

South Euclid Lyndhurst Policy 5464

The Board of Education acknowledges that some students are pursuing educational goals which include graduation from high school at an earlier date than their designated class.

Application for early graduation will be submitted to the high school Principal in accordance with school regulations. The Principal may honor this request if all conditions for graduation are met and the student fulfills the graduation requirements.

The student may participate in the graduation ceremonies with his/her designated class.

## EMERGENCY CLOSING AND DELAYS

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

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

## 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 secondary students be sent home before or after regular dismissal times, parents will be contacted.

## 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.

## ENROLLING IN THE SCHOOL

### New Enrollment

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. 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 Custody or Residency

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.

#### Moving Within the District

If you have moved within the South Euclid Lyndhurst School District but outside of the current building attendance area, you are required to request written permission from the Director of 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.

### **EVACUATION DRILLS**

Memorial Junior High School/Brush High School complies with all safety laws and will conduct emergency drills in accordance with State law. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases. 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.

### **EXCEL TECC**

**Brush High School** students may desire to enroll in a career and technical education program at EXCEL TECC. Application is made during the student’s sophomore year. Transportation is provided by school bus. Full details are available from your School Counselor.

## **FACILITY USAGE**

No student is to use any facility (gym, weight room, Arc Fit) without a staff member being present. Building permits for use of building facilities and grounds are requested through the building Principal.

## **FAMILY VACATIONS**

**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 immediately 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.

## **FEES AND FINES**

South Euclid Lyndhurst School District Policy 6152

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Memorial Junior High School/Brush High School may charge specific fees for activities and materials used in the course of instruction. Charges may be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students, using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

### Instruction Fees

General Instructional fees may increase annually to help defray the cost of consumable materials used by the students. Fee information will be provided by Memorial Junior High School/Brush High School at the start of the new school year or please visit the SEL District website for fee information. **Brush High School** students attending EXCEL TECC may have additional fees for program materials.

### Non-Sufficient Funds

The South Euclid Lyndhurst School District has signed an agreement with an electronic check recovery company. For any checks returned, the fee to the parent will be \$30 per NSF check. The amount of the school fee along with the \$30 fee will be automatically debited from the account.

### Pay to Participate Fees

Please visit the Athletic Department webpage on the district website for information regarding participation fees for athletics and non-curricular activities. Participation Athletic Fees will not be waived for free-reduced lunch students.

## **FIELD TRIPS**

A field trip is considered a school activity; therefore, all school rules apply. No trip away from school may be taken without first securing parent permission. Field trip permission slips will be sent home with pupils. These should be signed and returned promptly to the school. A student will not accompany his/her class if a permission slip is not received by the school. A student who leaves the school on school transportation must return to the school on school transportation. Violation of school rules will result in disciplinary action upon returning to school.

## **FUND RAISING**

### **South Euclid Lyndhurst School District Policy 5830**

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. Students involved in any fund-raiser must not interfere with students participating in other activities when soliciting funds. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal. Students may not sell any item or service in school without the prior approval of the building Administration. Violation of this policy may lead to disciplinary action.

## **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.

## **GRADE CARD REPORTING**

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

## **GRADE LEVEL CLASSIFICATION**

Grade 9	Freshman	First year at Brush High School
Grade 10	Sophomore	Second year at BHS; earned at least 4.5 credits
Grade 11	Junior	Third year at BHS; earned at least 9 credits
Grade 12	Senior	Fourth year at BHS; earned at least 13 credits

## GRADING SCALE

Letter Grade	AP Courses	Honors & CCP Courses	Regular Courses
A	5.0	4.5	4.0
B	4.0	3.5	3.0
C	3.0	2.5	2.0
D	1.0	1.0	1.0
F	0	0	0

## GRADE POINT AVERAGE

The Grade Point Average is calculated from the semester grades of all courses except those which are Pass/Fail Courses, i.e., and Study Skills. In calculating the GPA, A= 4 points, A+=3.67, B+=3.33, B=3.0 points, B-= 2.67, C+ = 2.33 points, C= 2.0 points, C-=1.67, D+=1.33, D = 1 point, and F= 0 points. Advanced Placement and Honors grades are awarded one (1) additional point based on a semester grade of C or higher. Points earned for specific subjects will vary depending on the credit granted for the course.

GRADING SCALE				GRADE
				POINTS
A	93	To	100	4.00
A-	90	To	92	3.67
B+	87	To	89	3.33
B	83	To	86	3.0
B-	80	To	82	2.67
C+	77	To	79	2.33
C	73	To	76	2.0
C-	70	To	72	1.67
D+	67	To	69	1.33
D	60	To	66	1.0
F	00	To	59	0

For the class of 2019 and Beyond Grade point values for all Honors classes are weighted as follows: A=4.5, A-=4.125, B+=3.75, B=3.75, B-=3.375, B=3.0, C=2.625, C=2.25, C-=1.875, D+=1.3, D=1.0, D-=0.7, F=0.0

For the class of 2019 and Beyond Grade point values for all Advanced Placement classes are weighted as follows: A=5.0, A-=4.59, B+=4.17, B=3.75, B-=3.34, C+=2.92, C=2.5, C-=2.08, D+=1.3, D=1.0, D-=0.7, F=0.

## GRADUATION REQUIREMENTS

In order for a student to graduate from high school in the South Euclid Lyndhurst School District, he/she must achieve a total of 20 credits, and meet all attendance and testing requirements. South Euclid Lyndhurst Board of Education Policy also requires 40 hours of community services.

Actual graduation requirements may be found in the Brush High School Course Description Book, the school Guidance Office or on the school/district website. Information concerning Honors Diplomas, NCAA Eligibility Requirements, and EXCEL TECC can also be found in the Brush High School Course Description Book, the school Guidance Office or on the school/district website.

## Homework

### South Euclid Lyndhurst School District Policy 2330

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for state assessments and graduation.

### **HALL PASSES FOR STUDENTS**

Students are not permitted to pass through the halls or to go to lockers except during regular class changes and before and after school unless given written authorization in the form of an administrative pass. An official hall pass may be granted for the following reasons:

1. restroom (emergencies);
2. library (research/project);
3. medical emergencies;
4. special class/school projects.

Any student caught out of class without a hall pass may be given discipline or placed in the Student Management Room for the remainder of the period and be processed as a Class Cut.

### **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the district. For additional information contact the Homeless liaison at 216-691-2020.

### **HONORS DIPLOMA CRITERIA**

To be awarded a High School Academic Diploma or a Career-Technical Diploma with Honors, the student shall be required to meet the criteria which can be found in the Brush High School Course Description Book. Any student who receives high school credit through post-secondary enrollment options shall receive credit towards the Honors Diploma as long as the course meets criteria areas.

### **INCOMPLETE GRADE ("I")**

The grade of "I" indicates that course obligations have not been met. If these obligations are not met within a three-week time period, a final grade of "I" in that course will change to a grade of "F".

### **LIBRARY LEARNING RESOURCE CENTER**

The Memorial Junior High School/Brush High School learning resource centers intend to be an inviting and accessible information hub. Our vision is to be a safe, challenging, and respectful place for learning, communicating, information seeking, exploring new ideas, cultural expression, awareness, and growth. The library provides a wide variety of materials and services for individual and classroom use. While in the library, students must abide by the student code of conduct. No food and drink is allowed near the computers.

### **LOCKERS / STUDENT VALUABLES**

Lockers are available for students to use but the school retains ownership of the locker. School administrators may randomly inspect students' lockers. Students who misuse a locker will face disciplinary action. If a locker or lock requires repair, or if a student needs to obtain his or her locker combination, the student should report to their grade administrator. General locker inspections and clean outs are conducted periodically during the school year.

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, are tempting targets for theft and extortion. The school is not responsible for their safe-keeping and will not be liable for any loss or damage to personal valuables. The school is not responsible for replacing items stolen or lost from a student's locker. Students should not bring valuables to school. All lockers should be locked and students should not allow other students to use their lockers nor give their combinations to other students.

### Gym Lockers

It is strongly suggested that students secure their belongings and valuables properly while in PE class or practice. Combination locks are available from PE teachers but in a limited supply. Valuables should be secured either in a locked locker or given to the teacher to be secured in the office. Memorial Junior High School/Brush High School is not responsible for replacing items stolen or lost from the locker room or gym lockers.

### **LOST AND FOUND**

In the event items are lost or stolen, report to the main office and complete a MISSING PROPERTY REPORT. When you find someone else's property, please return it to the main office. You can claim lost articles by describing them to the main office secretary. Prevent loss by never carrying valuables to school, leaving articles unattended, giving out your locker combination or leaving hall or gym lockers unlocked. Quarterly, unclaimed items will be donated to charity.

### **MAKE-UP WORK AND TESTS FOR EXCUSED ABSENCES**

- ✓ Students who are absent from school (must be excused through the Attendance Office) are expected to make up the work and tests missed during their absences for full credit.
- ✓ It is the student's responsibility to see the teacher immediately upon his/her return to arrange for the work missed.
- ✓ A student must be given at least the same amount of time to make up the work as the student was absent from school.
- ✓ If requesting homework from the Guidance Department for a student who has been ill for more than one day, at least 24 hours' notice is needed to obtain assignments from all of the student's teachers.
- ✓ An assignment made prior to an absence from school is due immediately upon the student's return to school. Any exception to the above rules must be arranged between the teacher and the student.

### **MESSAGES AND DELIVERIES FOR STUDENTS**

The office will not accept deliveries such as flowers, balloons, gifts, etc. for students. Arrangements should not be made to have such items delivered to the school. Emergency messages will be delivered to the student immediately. Parent/Guardians and students should not request the Main Office to deliver routine messages.

### **NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Non-school sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the Administration. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

All groups must comply with school rules and must provide equal opportunity to participate. Non-district-sponsored organizations may not use the name of the school or school mascot on any materials or information. Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted.

### **NON-SCHOOL SPONSORED PUBLICATIONS**

Students who edit, publish and/or wish to distribute non-school-sponsored handwritten, printed or duplicated matter among their fellow students within the schools must have publications approved by administration to post on the district website, Flyer Central.

### **OFFICE TELEPHONES**

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

### **OHIO'S SECONDARY ASSESSMENTS**

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

### **PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS**

South Euclid Lyndhurst School District Policy 9130

Although care is exercised in selecting learning resources, occasions will arise when a parent(s) or resident(s) may wish to request a reconsideration of the use of certain learning resources. In such an event, the individual shall contact the teacher or school employee in an attempt to informally resolve the issue. If the matter cannot be resolved between the teacher or school employee and the individual calling for reconsideration of the learning resource, the matter will be referred to the Principal or his/her designee to resolve the issue. This might include the parent/resident and the teacher or school employee. If this effort is unsatisfactory, and if the parent or resident cares to pursue the issue further, the Principal will send the necessary form to the complaining person.

### **REPEATING COURSES**

When a **Brush High School** student repeats a course in the normal school program, summer school, and other Educational Options that have already been taken and passed with a "D" or "C" or failed, the student receives the grade for the latest attempt and the previous grade is replaced. A student may not repeat a course that has already been taken and passed with an "A" or "B" grade. The student does not earn double credit for the same course when it is repeated. The student's previous attempt is removed from his/her record at the time the repeated course is completed.

### **SAFETY AND SECURITY SERVICES**

- ✓ All visitors must report to the office when they arrive at school.
- ✓ All visitors are given and required to wear a building pass while they are in the building.
- ✓ Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- ✓ Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

- ✓ As many unneeded outside doors as possible are locked during the school day.
- ✓ Portions of the building that will not be needed after the regular school days are closed off.

### **SCHEDULE / ASSIGNMENT**

Students at **Brush High School** will be promoted to the next grade level according to number of credits earned. In order to be promoted, the following scale is used:

**To Grade 10:** four and one half (4.5) credits.

**To Grade 11:** nine (9) credits.

**To Grade 12:** thirteen (13) credits.

\*To be considered a fulltime student, you must be enrolled in a minimum of 5.5 classes.

All tenth graders must have seven (7) classes per semester and eleventh and twelfth graders must have five (5) classes per semester.

### **SCHEDULE CHANGE PROCEDURE**

Student schedule changes MUST have administrator approval and will be made for the following reasons: clerical or machine error, summer school attendance, failure of courses, scheduling conflicts, error in course placement, medical reason, after care, counseling, and individual student needs with counselor support. With administrator approval, a student who wishes to drop an academic course (including honors or AP) must be done through their School Counselor.

### **SCHOOL HOURS**

Memorial Junior High School	8:00 AM to 2:57 PM
Brush High School	7:50 AM to 3:05 PM

Students must leave the building within 10 minutes of dismissal unless they are being supervised. Failure to comply may result in discipline consequences.

### **SCHOOL PUBLICATIONS**

Official school publications may reflect the policy and judgment of student editors. However, this involves the obligation to be regulated by standards of responsible journalism, including the avoidance of libel, obscenity and defamation. The suitability of the subject matter relating to the maturity level of the reader for which it is intended must also be considered. The publications should all provide as much opportunity as possible for expression of varying opinions. Staff members will sponsor student publications.

### **SEARCH & SEIZURE**

South Euclid Lyndhurst School District Policy 5771

The Board or its designee reserves the right to search the lockers, desks, person, personal belongings of a student (wallet, purse, book bag, gym bag, locker, automobile or any other container), and conduct K-12 searches on school grounds or at any school activity when it is reasonably necessary for the maintenance of order, discipline

and safety, and in the supervision and education of students. If possible, the student's consent prior to the search will be obtained.

- If the student refuses permission, the student may be subject to suspension for insubordination.
- In some cases, the police may be called and the matter turned over to the legal authorities.

At the beginning of the school year, students will be advised that their lockers, desks, persons, and personal belongings are subject to search for contraband, and/or harmful or dangerous substances. The presence of a staff member or adult witness is required in all instances of a search or seizure of the property of a student. All contraband seized will be safeguarded and disposed of appropriately or turned over to the proper authorities.

### **SEMESTER FINAL EXAMS**

All academic courses at **Brush High School** will have a semester final exam. The exam is 20% of the semester grade.

### **SENIOR BEHAVIOR**

Participation in the graduation ceremony, prom or any other senior activity is a privilege that may be impacted by behavior with loss of participation in events.

### **SKATEBOARDS / ROLLERBLADES**

Skateboards and rollerblades are prohibited on the grounds of or in the building or on the school buses. These items present a clear and present danger and therefore may be confiscated.

### **STUDENTS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provides that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student may access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Guidance Department to inquire about evaluation procedures and programs.

### **STUDENT PARKING**

Student Driving and Parking Regulations for **Brush High School** students:

- ✓ Student parking is limited and parking permits will be allocated to Seniors 1st, Juniors 2nd.
- ✓ It is the policy of Brush High School that Administration may enter any vehicle deemed to be a risk to the health, safety and welfare of the student body.
- ✓ Students must have a valid driver's license and proof of insurance to register for a parking permit.
- ✓ Students are not permitted to park in the faculty parking lots.
- ✓ Each driver must assume the responsibility for theft or damage occurring in school parking lots.
- ✓ Students illegally parked or without a parking permit are subject to having their vehicle detained by a boot. Students that have their vehicle booted should report to the security desk. The driver assumes all responsibility for damage to the boot and his/her vehicle. There is a fine to remove the boot.

## Rules and Regulations

1. Parking permits are issued for the school year.
2. Vehicles must display a BHS parking permit at all times when the vehicle is on the campus of Brush High School.
3. Students issued a permit are able to park only in their designated parking lot, and may not park in any other location. Students without permits are not permitted to park at BHS during the school day (7:52 AM–3:00 PM) at any time.
4. The speed limit for vehicles in the BHS lot is 10 MPH.
5. Students are not permitted to sit in or on cars in the lot at any time.
6. Students are required to follow the directions of school personnel and authorities monitoring parking and traffic.
7. Students may not use the vehicle to violate any school rules and regulations governing things such as truancy; leaving without permission; transporting or concealing contraband such as drugs, alcohol, drug paraphernalia, weapons, or tobacco products. In accepting a school parking permit, students agree that school personnel may search a student vehicle if there is reasonable suspicion that illegal materials have been brought onto school property. Possession or use of any illegal materials in a student vehicle will result in loss of permit and banning of vehicle from school property plus disciplinary action and/or prosecution.
8. All accidents must be reported immediately to an administrator.
9. DRIVING TO SCHOOL IS A PRIVILEGE, NOT A RIGHT. Brush High School assumes no liability for any damage or loss from vehicles parked in the BHS lot. Failure to adhere to the regulations will result in revocation of the permit with no refund and/or towing and storage of the vehicle at cost to the owner. Disciplinary action may also be assigned for infractions.
10. Students leaving school grounds without permission may be subject to having their parking pass revoked.

## **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

### South Euclid Lyndhurst School District Policy 2416

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, if any un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- ✓ Political affiliations or beliefs of the student or his/her parents.
- ✓ Mental or psychological problems of the student or his/her family.
- ✓ Sex behavior or attitudes.
- ✓ Illegal, anti-social, self-incriminating or demeaning behavior.
- ✓ Critical appraisals of other individuals with whom respondents have close family relationships.
- ✓ Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; Religious practices, affiliations, or beliefs of the student or his/her parents; or
- ✓ Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building Principal.

## **STUDENT PROGRESS REPORTING**

Memorial Junior High School/Brush High School's calendar is divided into two semesters. Each semester has two grading periods. At the conclusion of each grading period, report cards are available online in Progress Book.

## **STUDENT RECORDS / DIRECTORY INFORMATION**

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

### Student Records

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

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

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

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

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

### Notice to Parents Regarding Directory Information

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

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

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

The primary purpose of directory information is to allow the South Euclid Lyndhurst School District to include this type of information from your child's education records in certain school publications. Examples include: school

or district newsletters, annual yearbooks, school programs (such as drama and music productions), graduation programs, or other recognition lists, and sports programs and activity sheets. Directory information shall not be provided to any organization for profit-making purposes.

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

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

#### Confidential Records

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

Confidential records include test scores, psychological reports, behavioral data, disciplinary actions, and communications with family and outside service providers. The school must have the parent's written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep filed copies of such records for their home. Parents may also provide the school with copies of records made by non-school professional agencies or individuals. Students and parents have the right to review all educational records generated by the School District, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying cost may be charged to the requestor. To review records, please contact the Guidance Counselor, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions.

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

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

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

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Memorial Junior High School/Brush High School expects students to be good citizens and follow all school rules and procedures. Failure to do so will result in consequences, which may impose other penalties in addition to the ones listed. For seniors this may lead to suspension not only from school but also from senior activities such as prom, graduation, and award recognitions.

RIGHT - Students have the right to attend school in a safe, respectful, and orderly learning environment.

RESPONSIBILITY - Students have the responsibility to attend school regularly and to maintain acceptable behavior while attending school and to behave in such a way that the education, health, and welfare of others are not endangered. This implies an obligation to be aware of the rights of others and to have knowledge of school rules and regulations.

RIGHT - Students have a right to be treated with respect and dignity.

RESPONSIBILITY - Students have the responsibility to treat others with respect and dignity.

RIGHT - Students have a right to expect a meaningful education.

RESPONSIBILITY - Students have the responsibility to actively participate in the education program.

RIGHT - Students have the right to due process for their concerns and grievances; to use established procedures to examine concerns/grievances.

RESPONSIBILITY - Students have the responsibility to use the established procedures to examine concerns/grievances.

RIGHT - Students have the right to freedom of expression through speech, assembly, and petition. They have a right to express opinions, take a stand, and support causes within reasonable regulations as to the time, manner, and place in which such rights are exercised.

RESPONSIBILITY - Students have the responsibility to exercise restraint and good taste in their expression and to refrain from the use of expression that is vulgar, profane, obscene, slanderous, or which advocates violation of State or Federal law or official school policies, rules and regulations.

RIGHT - Students have the right to responsibly determine personal dress and grooming styles.

RESPONSIBILITY – Students have the responsibility to dress in a manner that is appropriate and not hazardous to the health and safety of self or others and not disruptive to the educational program of the school.

RIGHT - Students have the right to have a voice in the formulation of school policies and decisions.

RESPONSIBILITY - Students have the responsibility to become actively involved in the school program and to constructive suggestions for improvement.

RIGHT- Students have a right to have time set aside during the school day for a lunch period.

RESPONSIBILITY - Students have the responsibility to be aware of cafeteria rules and regulations and to conduct themselves in a manner appropriate for a large group.

RIGHT - Students have a right to use school facilities under the supervision of school district employees.

RESPONSIBILITY – Students have the responsibility to maintain integrity of the facilities and respect the rules and guidance of district personnel.

### **STUDENT RIGHTS OF EXPRESSION**

Memorial Junior High School/Brush High School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

1. Material cannot be displayed if it:
  - a. is obscene to minors, libelous, indecent or vulgar,
  - b. advertises products or services not permitted to minors by law,
  - c. intends to be insulting or harassing,
  - d. intends to incite fighting or presents a likelihood of disrupting school or a school event.
2. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the administration twenty-four (24) hours prior to display.

### **STUDY HALLS**

Attendance in study hall is mandatory. Students going to other classrooms during study hall without notification in advance will be counted as truant.

Students may use the library when available following the rules for library attendance. Students must report to study hall first. The study hall teacher will determine who may go to the library. Students must then sign in at the library. Attendance is checked in all study halls. Attendance requirements are the same in a study hall as any class.

### **SURVEYS, PETITIONS, QUESTIONNAIRES, AND PUBLICATIONS**

All surveys, petitions, questionnaires and publications cannot be distributed without the administration's permission. The administration has the right to determine the time, place, and manner in which this is done. Surveys petitions, questionnaires, or publications advocating the use of drugs, alcohol, or other illegal activities may not be possessed or distributed on school property at any time. These may be a violation of guidelines found

in the Student Privacy and Parental Access to Information section listed in this handbook. Violators may be subject to suspension or expulsion.

### **TEST SECURITY**

Students taking competency, achievement, ability, and other standardized tests need to be aware of the following:

- Testing materials may not be removed from the testing location.
- Giving or receiving unauthorized assistance from anyone is not permitted.
- Revealing or discussing actual test questions is not permitted.
- Instructional materials may not be brought to the testing location unless students are directed to do so.
- Looking at someone else's answer sheet is not permitted.
- Questions or parts of the test booklet may not be copied.
- Phones and communication devices may be collected by the test administrator(s) to ensure test security and reduce distractions.

\*Failure to follow these rules may result in the invalidation of the student's test score and disciplinary action that may include suspension or expulsion.

### **TRANSCRIPTS**

The following procedure is to be followed when requesting transcripts:

1. Come to the Guidance Office for a Transcript Request Form.
2. Complete and sign the form.
3. Return the form with the completed applications, checks, etc.
4. The Guidance office will mail all information directly to the college.
5. There will not be charge for a CCP transcript request.
6. Upon graduation from Brush High School, a final transcript is sent to a senior's intended college or university free of charge. It may take five to seven days to process transcript requests. Please plan accordingly.

## **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 at 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 to inform the school staff of the one-day change:

Memorial.Attendance@sel.k12.oh.us

Brush.Attendance@sel.k12.oh.us

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 and must be received by the Transportation Department.
- ✓ Changes must be made by contacting the Transportation Department. The driver will not accept notes. If there are any questions concerning transportation, please call the Transportation Department.

#### **GENERAL EXPECTATIONS**

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

##### **Conduct on Bus**

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

##### **Forbidden Cargo**

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

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

## **VIDEO SURVEILLANCE**

The interior and exterior of the high school, as well as school buses, are under surveillance by video equipment. The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape may be submitted to the Principal and may be used as evidence of misbehavior. A recording may be used as evidence by the administrators or by the police in any situation involving the violation of any rule, regulation, policy, or law.

## **VISITOR PASSES**

### **South Euclid Lyndhurst School District Policy 9150**

Memorial Junior High School/Brush High School students are not permitted to have visitors or guests attend school with them. Memorial Junior High School/Brush High School does not allow student visitors or guests during the school day. All non-students coming to school for business purposes must report to the main office upon entering the school. Visitors must sign in and be issued a pass. If a visitor wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to avoid any inconvenience.

**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.

## **WITHDRAWING FROM SCHOOL**

### **South Euclid Lyndhurst School District Policy 5130**

A student under age 18 may withdraw from school for the following reasons:

1. A change of residence to another school district.
2. Enrollment in and attending an approved program to obtain a diploma or its equivalent, or
3. If the student holds a full-time Age and Schooling Certificate and is regularly employed a minimum of 32 hours per week.

A work permit must be on file and a student must be working for a minimum of 32 hours per week in order to withdraw from school under age 18. Should the student withdraw for any other reason, the superintendent will notify the Bureau of Motor Vehicles and request denial, suspension, or revocation of the student's driving license.

## **WORK PERMITS**

Students under the age of 18 who wish to work outside of the school must obtain a work permit from the main office. There are three (3) parts to the permit. All three (3) parts must be filled out completely and returned to the main office. When applying for a work permit, students must provide proof of identification with a birth certificate, driver's license, or a state ID card. A Social Security card will not be accepted.

## **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.**

#### **LIST OF OFFENSES:**

**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.**

#### **AIDING OR ABETTING VIOLATION OF SCHOOL RULES**

If a student assists another student in violating any school rule, he/she will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

#### **ALCOHOL**

The use, concealment, sale, transmission, or being under the influence of alcoholic beverages by students on school grounds or at any school activity will not be tolerated.

#### **ARSON**

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

#### **BUS MISCONDUCT**

Riding the school bus is a privilege. Misbehavior on the school bus may be more significant than misbehavior in the classroom as such behavior may create a hazardous situation. Therefore, the consequences for misbehavior on the school bus may be equal to or more significant than consequences for classroom behavior. Students are

expected to sit in their seats, face forward and talk quietly. Students engaging in loud or inappropriate behavior will face consequences. Most consequences for misbehavior on the school bus are managed by the school building administration at school. However, if misbehavior is repeated or severe, the consequence may include the temporary or permanent loss of ridership. If a student is removed from the school bus, daily, on-time school arrival and departure is still expected.

Please carefully review the South Euclid Lyndhurst Schools Transportation Guidelines which outlines regulations, responsibilities and consequences related to school bus transportation. A copy of the Guidelines is provided to all students assigned to a school bus. Additional copies of the Guidelines are available in the main office of each school building, the transportation department, the administration building and on the website. Please contact the SEL Transportation Department with questions at 216-691-2040.

### **CARELESS/RECKLESS DRIVING IN THE SCHOOL PARKING LOT**

Driving on school property in such a manner as to endanger person or property shall be defined as carelessness. Offenses of this nature may result in loss of privileges, and or police involvement.

### **CHEATING/PLAGIARISM**

Dishonesty of any kind with respect to examinations, course assignments, alteration of records, or illegal possession of tests shall be considered cheating; this also includes electronic downloading of information. Likewise, making it possible for another student to cheat makes you as guilty as the student you help. It is the responsibility of the student to maintain an honorable posture and his/her integrity.

Honesty requires that ideas or material taken from another for either written or oral use must be fully acknowledged. Offering the work of someone else as one's own is plagiarism. Any student who fails to give credit for ideas or material that he/she takes from another is guilty of plagiarism and is subject to consequences from his/her teacher.

### **CRIMINAL MISCONDUCT AWAY FROM SCHOOL**

A student who engages in any misconduct in violation of the criminal code of the State of Ohio off school property or at a non-school sponsored or related activity, function, or event, in accordance with the procedures set forth within the due process procedures, may be suspended or expelled from school if the superintendent determines that the student's continued presence in school is reasonably certain to substantially disrupt or interfere with the educational process or substantially endanger the health or safety of the student or others.

### **DEFIANCE OF AUTHORITY–INSUBORDINATION**

There is to be no disrespectful behavior or willful disobedience of the requests and direction of the adults in charge (Principals, teachers, substitutes, secretaries, educational assistants, custodians, cafeteria staff, bus drivers, or other school officials).

### **DISPLAYS OF AFFECTION/SEXUAL ACTIVITY**

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited.

### **DISRUPTION OF THE NORMAL SCHOOL DAY**

A student shall not, by use of violence, force, noise, coercion, threat, harassment intimidation, fear, passive resistance or any other conduct, cause attempt or threaten to cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school. Neither shall he/she urge other students to

engage in conduct for the purpose of causing, attempting or threatening to cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school.

While this list is not intended to be all inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule:

- Occupying any school buildings, school grounds or part thereof in an attempt to deprive others of its use.
- Blocking the entrance or exit of any school building or corridor or room therein in an attempt to deprive others of lawful access to or from use of the building, corridor or room.
- Setting fire or attempting to set fire to or damaging any school building or property.
- Preventing or attempting to prevent by physical act or verbal utterance, the convening or continued functioning of any school, class or activity or any lawful school meeting or assembly on or off school property.
- Preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event.
- Except under the direct instruction of the Principal or other authorized school personnel, blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored/related activity/or event.
- Continuously and intentionally making noise or acting in a manner so as to interfere seriously with a teacher's ability to conduct a class or an extracurricular activity.
- Use of lewd, vulgar, profane, or harassing language as a method to offend, intimidate, or insult others that results in a substantial disruption to school operations. This includes the use of text messaging and/or the creation or modification of a social networking site or electronic account that specifically results in a substantial disruption to school operations.

Anything not listed specifically but causes a disruption to the educational process may result in disciplinary action.

## **DRESS CODE**

In recognition of the fact that the school must maintain an atmosphere conducive to learning, we have implemented reasonable guidelines to encourage appropriate student dress, grooming and appearance.

Students are required to wear appropriate clothing and accessories. Any student wearing clothing that is disruptive to the educational process will be removed from class and will be required to change. According to the discretion of the administrator in charge, students dressed inappropriately may be subject to discipline. Students sent home for wearing unacceptable apparel will be charged with an unexcused absence, and continued problems will lead to further disciplinary action.

- ✓ Outdoor apparel: hats, jackets, coats; head coverings (sweatbands, bandannas, visors, scarves), sunglasses, or combs and wallet chains are prohibited. Students who have wave caps, sweatbands, bandannas, visors, scarves, hats or any other head covering which are prohibited, are to put these articles in their lockers. They are not permitted to carry or wear these items during the school day.
- ✓ Tops or pants that expose undergarments, shirts or blouses that expose the midriff are prohibited. Halter tops, tank tops, tops which expose shoulders, spaghetti straps and see through blouses are also prohibited.
- ✓ Skirts, dresses and shorts should be no shorter than your fingertips when arms are extended at your sides.
- ✓ Students are expected to wear shoes. House slippers are prohibited.
- ✓ Jewelry that is pointed or sharp is not allowed.
- ✓ No item of apparel may be worn which displays ads or promotions for alcoholic beverages, tobacco or any other drugs.

- ✓ No item may be worn which advocates violence or use of force against any institution, individual, or racial, ethnic or cultural group.
- ✓ Sleepwear and/or apparel that displays or promotes sexually oriented materials or activities are also prohibited.

School officials will make judgments on student dress based upon the following criteria:

1. Is it disruptive or likely to be disruptive to the teaching activity?
2. Does it pose a threat to the health or safety of any individual?
3. Can it be damaging to the property of others?
4. Is it neat, clean, and appropriate for school and school activities?

NOTE: The administration of the school reserves the right to adjust these rules for special medical or religious circumstances and for special school sponsored activities or programs.

### **DRUGS / COUNTERFEIT, CONTROLLED SUBSTANCES**

A student shall not possess, use, transmit, sell, conceal or be under the influence of any alcoholic beverage or intoxicant or any of the drugs of abuse defined by Ohio Revised Code Section 3719.011 on school grounds, while on property immediately adjacent to school district property, within the line of sight of school district property, while on school transportation, at school sponsored or related functions or activities off the school grounds or at any other time the student is subject to the authority of the school. This prohibition also includes any substances substantially resembling an illegal or controlled substance.

### **ELECTRONIC COMMUNICATION DEVICES**

During the regular school day (MJHS, 8:10am – 3:10pm; BHS, 7:52am – 3:09pm), the use of electronic devices will be determined by "colored zone" in which they are located.

**Green Zones** – Includes hallways and the cafeteria. While students are in a green zone, students may use electronic devices at any time.

**Yellow Zones** – Includes any classroom, office, library, gym, study hall, or other educational space. While students are in a yellow zone, the use of electronic devices is at the discretion of the adult supervisor.

**Red Zones** – Includes all locker rooms and restrooms. While students are in a red zone, the use of any electronic device is completely prohibited.

All use of electronic devices must be appropriate and follow all rules in the student handbook. Use of lewd, vulgar, profane, or harassing language as a method to offend, intimidate, or insult others that results in a substantial disruption to school operations is not permitted. This includes the use of text messaging and/or the creation or modification of a social networking site or electronic account that specifically results in a substantial disruption to school operations.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messages. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the device.

**EXTORTION**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

**FALSE ALARMS / BOMB THREATS**

The pulling of false alarms, the stealing or discharge of fire extinguishers, the threat of a bomb and/or inducing panic is in direct violation of Ohio law. The superintendent also has authority to expel a student for up to one year for making a bomb threat to a school building or any premises at any school activity occurring at the time of the threat.

**FIGHTING, INSTIGATING, OR ABETTING A FIGHT**

Engaging or abetting a physical confrontation with another person on school grounds, during school or at a school activity will not be tolerated. Punishment will be determined by the severity of the offense and will result in suspension. In the event of any fight, local law enforcement authorities may be notified and may intervene.

**FOOD OR DRINK IN THE CLASSROOM**

Food and beverages are not permitted in the classroom. Discipline is at the discretion of the teacher.

**FORGERY**

No student shall willfully deceive school officials by altering or forging passes, records, or documents. Punishment will be determined by the severity of the infraction. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.'s.

**GAMBLING**

Gambling is forbidden on school grounds or at any school activity. Any poker-style card playing is not permitted.

**GANG AND GANG RELATED ACTIVITIES**

Student involvement in gangs or gang related activities on school grounds or at school-related events is strictly prohibited. No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which may be viewed as evidence of membership or affiliation in any gang. This includes any badge, symbol, or sign that may be present in a student's notebook or other personal possession while on school grounds or school-related activities.
2. Shall commit any act or omission, or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
  - a. Soliciting others for membership in any gangs.
  - b. Requesting any person to pay for protection or otherwise intimidating or threatening any person.
  - c. Committing any other illegal act or other violations of school district policies.
  - d. Inciting other students to act with physical violence upon any other person.

**HARASSMENT / SEXUAL HARASSMENT / BULLYING / CYBERBULLYING/VIOLENCE/AGGRESSIVE BEHAVIOR**

The harassment and/or bullying of other students or members of staff, or any other individual is not permitted. This is defined as either any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both causes mental or physical harm to the other student,

and/or is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student, and/or leads to violence within a dating relationship.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the Principal.

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 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, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. Any student who believes she/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 a teacher or counselor 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.

## **HAZING**

Performing any act, or coercing another, including the victim, to perform any act of initiation into any class, team, or organization, that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building Principal or other administrator; teacher; coach; student club advisor/ supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

**LEAVING THE BUILDING WITHOUT PERMISSION**

Memorial Junior High School and Brush High School have a closed campus. No student may leave the building at any time for any reason without permission. All students are expected to be in school and in all classes, study halls, and lunch on time every day. Students leaving early must sign out in the Attendance Office whenever they are leaving for an appointment or illness. Parents must notify the Attendance Office of the appointment before the student leaves the building.

**LITTERING**

There is to be no littering in the building or on school grounds. Each student has the responsibility for maintaining the cleanliness of the building.

**LOITERING**

No student is to loiter at any place on the campus. Students are expected to respect the neighboring properties and to behave in an acceptable manner while coming to or going home from school. High school students are not permitted to loiter on the grounds on any other school district property.

**MISCONDUCT AWAY FROM SCHOOL**

A student who engages in misconduct off of school property or at a non-school sponsored event, but which is connected to activities or incidents that have occurred on property owned or controlled by the district, or who engages in misconduct while off of school property or at a non-school sponsored event, directed at a district employee or official or the property of a district employee or official is subject to discipline.

**MISCONDUCT CLAUSE**

Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination.

In general, disciplinary action will result from, but is not limited to: disrespect to school personnel; habitual or extreme acts of misconduct; misappropriating teachers' school records; being in an unauthorized area on school premises or property; leaving class or school premises without proper authorization; littering; loitering; refusing to pay for purchases; providing misleading information during an investigation; gambling; or any conduct in violation of the criminal code of the State of Ohio.

**PERSISTENT ABSENCES or TARDINESS**

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences and tardiness can range from detention to a referral to court and/or revocation of the student's driver's license.

**PROFANITY AND VULGARITY**

Students may not use physical gestures or verbal expressions that carry obscene or disrespectful connotations. Students are prohibited from making slanderous remarks which may be interpreted as vulgar or offensive.

**REFUSING TO ACCEPT DISCIPLINE**

When a student refuses to accept the usual discipline for an infraction, the refusal may result in progressive consequences.

## **REPEATED ACTS OF MISCONDUCT**

All students are expected to refrain from repeated violations of the Student Code of Conduct. Any student choosing to repeatedly violate the rules and regulations of the Student Code of Conduct may be subject to progressive consequences.

## **SMOKING and/or POSSESSION of TOBACCO PRODUCTS**

The possession, transmittal, or use of any tobacco or tobacco-related product is prohibited in the school district building, on school district grounds, while on property immediately adjacent to school district property, within the line of sight of school district property, while on school transportation, at school-sponsored or related functions or activities or at any other time the student is subject to the authority of the school. This prohibition includes such items as cigarettes, cigars, pipes, lighters, matches, chewing tobacco, and any device that looks like a tobacco product including but not limited to e-cigarettes. Items such as these are not to be on a student's person, or in a student's locker. Any of the above items will be confiscated and destroyed.

## **THEFT**

Any student found involved in theft of personal or school property or found to be in possession of stolen personal or school property may be subject to discipline and may be prosecuted. Restitution may be required. The school is not responsible for personal property.

## **TRESPASSING**

1. A student shall not enter upon school grounds or premises of a school building to which the student is not assigned during or after school hours except with the express permission of the school principal of that building or to attend or participate in a school-sponsored event in which his/her regularly assigned school is involved where students from his/her regularly assigned school have been invited to attend or participate.
2. A student already under suspension, emergency removal or expulsion shall not enter upon the grounds or premises of the student's regularly assigned school building without the express permission of the Principal.
3. A student shall not enter upon the grounds or premises of the student's regularly assigned school building after school hours unless the student is present to participate as a member of an extracurricular activity or to attend a school-sponsored event where students from his/her regularly assigned school have been invited to attend. Violations may result in suspension and a police report.

## **UNAUTHORIZED TOUCHING / ABUSIVE LANGUAGE TOWARD A SCHOOL EMPLOYEE, STUDENT OR OTHER PERSON**

These offenses are listed but not limited to the following:

- Abusive language toward a school employee.
- A student shall not use vulgar, profane or abusive language or gestures toward any school employee.
- A student shall not use vulgar, profane or abusive language or gestures toward any other student or person.
- Assault toward a school employee.
- A student shall not cause or attempt to cause physical injury or behave in such a manner as to threaten to cause physical injury to a school employee.
- Assault toward a student or other person.

- A student shall not cause or attempt to cause physical injury to another student or person.

Discipline and/or legal prosecution may result from this behavior.

### **UNAUTHORIZED USE OF SCHOOL OR PRIVATE PROPERTY**

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, may be subject to disciplinary action.

### **VANDALISM / THEFT, DAMAGE, DESTRUCTION**

- A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property.
- A student shall not cause or attempt to cause damage to private property of students, teachers, school personnel or other persons or steal or attempt to steal private property either on the school grounds or during a school-sponsored or related activity, function, or event off school grounds.
- Willful marking or defacing any part of the building or destroying school or personal property is the joint liability of the student and parent. Persons responsible will pay for the repair or replacement of damaged property and may be subject to discipline and/or prosecuted.

### **KNOWLEDGE OF DANGEROUS WEAPONS OR THREATS OF VIOLENCE**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

### **USE OF AN OBJECT AS A WEAPON OR A LOOK-A-LIKE WEAPON**

Any object that is used to threaten, harm, or harass another may be considered a weapon.

A student shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument while on school grounds, at school-sponsored or related activities, functions or events off school grounds or at any other time the student is subject to the authority of the school. Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm and any object which is made to look like a weapon or dangerous instrument.

Students may not bring any object that looks like a weapon to school.

### **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.

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

The definition of a firearm shall include any weapon or look alike weapon 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 muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924.), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

If a student brings a firearm on school property, in a school vehicle or to any school-sponsored activity, or to any other school program or activity that is not located in a school or on property owned or controlled by the District, the Superintendent may expel the student from school or the Superintendent may reduce this requirement on a case-by-case basis in accordance with State law. The reasons for reducing the term of the expulsion may include but are not limited to the age of the student, school record, disability and/or individual circumstances.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity.

If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may expel the student from school, with the same expulsion implications as noted above.

The Board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use a dangerous weapon, which is defined but not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

#### **FIREARM OR KNIFE**

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. Additionally, the Superintendent has the authority under Ohio law to expel a student for up to one year for violent conduct occurring at school, on other school property, at interscholastic competitions, extracurricular events, or at any school program or activity if the act will be a criminal offense committed by an adult and if the act results in serious physical harm to persons as defined in Ohio law. Specific guidance regarding one year expulsions and permanent exclusion may be found in Policy 5610.

### **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.

**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.**