

Euclid City Schools
2019-2020

Elementary School Handbook

including Discipline Code Book



Arbor Elementary School

“Stars: Students Taking Academic Responsibility”

20400 Arbor Avenue

Euclid, Ohio 44123

Greetings from the Administrators of Arbor Elementary School

Dear Parents,

Welcome to **Arbor Elementary School!** Every child has received a copy of our Elementary School Handbook including Discipline Code Book. This book has been developed to ensure consistency of expectations and procedures for our school.

We firmly believe that a strong home and school partnership, along with consistent communications, will help our students achieve in a safe and positive school environment.

This handbook will answer many of the questions you may have about the activities and procedures here at Arbor Elementary. We hope that you will find it helpful throughout the year.

We are looking forward to helping you have a memorable, productive, and exciting school year.

Sincerely,

Lawanda Johnson
Peter Pruitt
Jamie Mediate

Principal
Assistant Principal
Dean of Students

MISSION STATEMENT

At Arbor Elementary we believe that all children can be
Respectful, Responsible, and Ready to Learn.
We recognize and value the academic, social,
and emotional needs of each child.
Arbor Stars take pride in themselves, their school, their community,
and the world.

VISION STATEMENT

At Arbor Elementary School we will be aware of and responsible
for the Arbor Star Ways. We will be responsible for our words and
actions, respectful of ourselves and others, and be prepared to learn
each day. This will enable us to be active participants in a diverse
and ever-changing world.

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Telephone Directory

Principal	Ms. Lawanda Johnson	797-6201
Asst. Principal	Mr. Peter Pruitt	797-6215
Dean of Students	Mrs. Jamie Mediate	797-6225
Adm. Assistant	Ms. Sharp	797-6200
Clinic	Mrs. Dixon	797-6204
Psychologist	Mrs. Davis	797-6214
Family Liaison	Mrs. Sherman	797-6226
Program Coordinator	Ms. Denise Adamski	797-6206
Cafeteria	Mrs. Stella Giegerich	797-6210
ART	Miss Douglas	797-6218
MUSIC	Miss McElroy	797-6219
P.E.	Mr. Wright	797-6267
TECH	Mrs. McIntosh	797-6213

Grade 1		Grade 4	
Mrs. Konrad	797-6263	Miss Cerbin	797-6243
Mrs. Paoletta	797-6258	Mrs. Dodd	797-6254
Ms. Oster	797-6264	Mrs. Manilla	797-6245
Mrs. Humphrey	797-6259	Mrs. Manno	797-6252
Grade 2		Grade 5	
Mrs. Coustillac	797-6232	Mrs. Davis	797-6251
Mrs. McLaughlin	797-6233	Mr. Holzheimer	797-6246
Mrs. Moormeier	797-6230	Mrs. McBee	797-6249
Mrs. Pascal	797-6235	Mrs. Poorman	797-6248
Grade 3		MH Classes	
Miss Delaney	797-6236	Mrs. Bartolotta	797-6222
Mrs. Carter	797-6238	Mrs. Esplin	797-6262
Mrs. Johnson	797-6229	Mrs. Baker	797-62
Mrs. D'Agostino	797-6227	Mrs. Dorfman	797-6221
		Special Ed.	
		Mrs. Kane	797-6234
		Ms. Epstein	797-6230

		Mrs. Mastalski	797-6244
		Mrs. Wilson	797-6250
		Miss Phillips	797-6220

Euclid City School Calendar 2019 - 2020

Thursday, August 16, 2019	OPENING DAY (1-5)
Monday, September 3, 2019	LABOR DAY – SCHOOL CLOSED
Friday, October 11, 2019	NEOEPA DAY – SCHOOL CLOSED
Tuesday, November 5, 2019	District In-Service – SCHOOL CLOSED
Wednesday, November 27, 2019 Thursday, November 28, 2019 Friday, November 29, 2019	Thanksgiving Vacation (classes resume November 29, 2019)
Monday, December 23, 2019 - Tuesday, January 6, 2020	Winter vacation (classes resume Tuesday, January 3, 2020)
Monday, January 20, 2020	Martin Luther King, Jr. Day SCHOOL CLOSED
Tuesday, January 21, 2020	District Inservice

Friday, February 14, 2020	SCHOOL CLOSED
Monday, February 17, 2020	Presidents' Day – SCHOOL CLOSED
Monday, March 16, 2020 thru Friday, March 20, 2020	Spring vacation–SCHOOL CLOSED
Friday, April 10, 2020 Monday, April 13, 2020	School closed (Good Friday & Day after Easter)
Friday, May 28, 2020	LAST DAY FOR STUDENTS

4 Nine-Week Grading Periods

October 18 - end of 1st quarter	March 13 – end of 3rd quarter
January 10– end of 2nd quarter	May 28 – end of 4th quarter

School Hours

Students are permitted in the building at 8:30 a.m., and classes begin at 9:00 a.m. Student dismissal is at 3:30.

General Daily Schedule

BREAKFAST	8:30	8:50
HOMEROOM	8:45	9:00
MORNING MEETING	9:00	9:20
LUNCH HOURS	10:45	1:55
DISMISSAL	3:30	



School Procedures and General Information

Absence Policy for Students

Students achieve more academically and feel more connected to school when they attend school regularly. Students establish greater continuity when they are in classes every day.

We encourage daily attendance at school. Nonetheless, we understand that occasionally students may become ill and need to stay home.

State law recognizes seven reasons for excused absence from school:

1. Personal illness of the student
2. Illness in the students' family
3. Death of a relative
4. Quarantine of the home
5. Observance of religious holiday
6. Home due to the absence of parents
7. An emergency of a set of circumstances which, in the judgment of the superintendent of schools, or his designee constitutes a good and sufficient cause for absence.

Each student who is absent must immediately upon returning to school make arrangements with his teacher(s) to make up work missed. Students who are absent from school for reasons not excused by state law are expected to make up work and be current with class work. Credit for completed work will be granted on a case-by-case basis and as agreed upon by the principal and each of the student's respective teachers.

Parents are required to call the clinic on the day of their child's absence. **Please call 797-6204 to report an absence.** If you reach the voicemail, leave a message including the first and last name of the student, the grade, and the reason for the absence. When parents do not call or send a note, Ohio law requires that the school make every attempt to contact the student's parents on the same day.

The Euclid Board of Education does not believe that students should be excused from school for non-emergency trips out of the district. Children who are taken out of school for trips or vacations, will not be given permission to do so by the school.

The responsibility for this will rest with the parents, and they must not expect any work missed by their child to be re-taught by the teacher. However, if the school is notified at least five days in advance of such a trip, every effort will be made to prepare a general list of assignments for the child to do while he/she is absent.

Parents will be notified in writing (ORC 3321.19) after a student has unexcused absences from school of 5, 10, 15, and 19 days. Any student who is absent without an excuse for five consecutive days, seven or more days in a semester or twelve or more days in a school year is identified by law as a habitual truant, and the attendance office shall be notified accordingly. Ohio law “prohibits a student’s promotion to the next grade level if the student is truant for more than ten percent of the school year and has failed two or more required curriculum subject areas.” (ORC 3313.609)

Anti-Harassment, Anti-Intimidation, Anti-Bullying Policy

It is the policy of the Euclid City Schools Board of Education that any form of bullying behavior, whether in the classroom, on school property, to and from school, or at school-sponsored events, is expressly forbidden and strictly prohibited. Any such conduct may result in disciplinary action, including suspension and/or expulsion from school.

Definitions

“Harassment, intimidation, or bullying” means an intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward (an) other student(s) more than once and the behavior BOTH:

- Causes mental or physical harm or places an individual in reasonable fear of physical harm, and/or damages an individual's private property, and
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

“Harassment, intimidation, or bullying’ also includes electronically transmitted acts (e.g. Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device that a student has exhibited toward (an) other particular student(s)) more than once and the behavior BOTH:

- Causes mental or physical harm or places an individual in reasonable fear of physical harm, and/or damages an individual's private property, and
- Is sufficiently severe, persistent, or pervasive that is creates an intimidating, threatening, or abusive educational environment for the other student(s).

In evaluating whether conduct constitutes “harassment, intimidation, or bullying,” special attention should be paid to the words chosen or the

actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

A “school-sponsored activity” shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the Euclid City Schools Board of Education.

Complaint Process

The prohibition against harassment, intimidation, or bullying shall be publicized in any student handbooks and in any of the publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the district. In addition, information regarding this policy shall be incorporated into employee training materials.

Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation, or bullying. Such **written reports** must be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, 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 and action in accordance with procedures in this section.

Informal Complaints

Students, their parents or guardians, and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by **verbal report** to a teacher, school administrator, or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying including person(s) involved, number of times and places of the alleged conduct, the target the prohibited behaviors, and the names of any potential student or staff witness. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the

above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action in accordance with procedures in this section.

Anonymous Complaints

Students who make informal complaints as described above may request that their names be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaints. Anonymous complaints shall be reviewed, and reasonable action will 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.

Appropriate Restraint

Adult staff members are permitted by law to use such amount of force or restraint as is reasonable to end a disturbance that is threatening physical injury to others, for the purpose of self-defense, or for the protection of persons or property.

Birthdays

If you wish to send in treats for your child's birthday, please contact your child's teacher with a note or by email at least one day in advance so the teacher can tell you the perfect time in which to bring them.

Due to **severe food allergies** with so many of our students, we must ask that only treats that are ***individually wrapped*** be brought in, including an **ingredient list** on the packaging. Some **suggestions** for treats include: packaged cookies, goldfish snacks, fruit roll ups, granola bars, Little Debbie snack items, fruit. Your attention to this is very important.

Please **do not bring** in items that require refrigeration or freezing.

If you will be bringing the treats to school, please take them directly to the office. They will either be delivered to the classroom or your child will be called to the office to pick up the treats. Please be sure to mark your child's name and room number on the treats! Bouquets of balloons or gifts are not permitted, as these may be distracting to the students' learning. Please save those great items for home. 📦

Cafeteria

Hot lunches will be served starting Thursday August 16, 2018. All students eat FREE, so there is no need for an application.

America's children are increasingly afflicted with adult diseases, including obesity, type 2 diabetes, heart disease, and hypertension, as a direct result of diet and lifestyle. Healthy lunches are encouraged at our school. Please do not send in soda cans or large bags of chips (nothing larger than 1.5 oz), for your child's lunch.

Change of Information

Parents should notify the school office in writing of any change of address, telephone number, or other student emergency information. Any information concerning family illness, death, or change of marital status which parents feel should be shared with the school in the best interest of the child will be held in professional confidence.

Clinic

Please call the clinic at 797-6204 before 9:30 to report an absence.

The clinic provides health services for our students. These include vision and dental screening, distribution of prescribed medicines, first aid, and coordination of emergency procedures. Students who are injured or become ill during the school day should report this to the teacher or person in charge and receive a pass permitting them to go to the clinic. Any serious illness or injury will be reported to parents or persons listed on the student's emergency form. Therefore, it is imperative that parents provide the *Emergency Medical Form* as soon as their child comes to school. Be sure that the form contains individuals to contact and their current telephone numbers. If this form is not on file in the school office in a timely manner, the student will be excluded from school.

Parents should advise the clinic of any injuries or illness which would place restrictions on the student's educational program. In some instances, a note from a physician may be requested. Many students are able to attend school regularly only through effective use of medication. If possible, the parent should administer medication at home. If this is not possible, the medication will be administered at school. **Parents are reminded that students are not permitted to possess or take any medication without permission and supervision of the school health aide.** If medication is needed during the day, a permission form must be brought to the clinic when the medication is dropped off. This *Physician/Parent Authorization Form* is available at the clinic. Parents must also submit a revised statement signed by a physician if there are any changes on the authorization form. These procedures must be followed for any prescribed medication, even for short periods of time. The school staff will not administer non-prescribed medication.

Computer Use

Computer use is encouraged, and computers are readily available to students for educational purposes. Students have many opportunities to use computers; however, strict guidelines must be followed. A student desiring to use the Internet must obtain approval from a school authority before using. This includes completing an "Internet Use" form. The search and seizure policy applies to computers, programs, software, hardware or information. The students' computer use is subject to review and inspection at any time without suspicion or cause. There is no student expectation of privacy for any information contained in a school computer. The school retains the ownership of all hardware and software on loan to a student. The school has the right to inspect, copy, and/or delete all files and records created or stored on school owned computers.

Electronic Devices and Toys

All cell phones and electronic devices must remain "off" and must remain in the student's book bag during school hours. Cell phones or electronic devices that are not secured in the book bag, or devices that make noises during school hours, will be confiscated and turned in to the main office, to be retrieved by the parents/guardians. In addition, toys may not be brought to school, unless it is for a class assignment. These items will also be confiscated and turned in to the main office, to be retrieved by parents/guardians. Repeated violations may result in disciplinary action. **The school is not responsible for loss, damage**

or theft of these items.

Emergency Procedures

The primary consideration in any emergency situation must be the safety of the students and staff. At certain times, therefore, it may be necessary to ask the staff to perform "beyond the call of duty" in order to provide for the welfare of our students. In the event of an actual emergency situation, all school personnel, instructional and non-instructional, will be required to remain in the building until they are dismissed by the principal.

When an emergency occurs the principal shall consult, when feasible, with the Superintendent concerning whether to evacuate the school. An announcement will then be made to inform staff and students of the emergency procedures that will be followed.

If a decision is made to send students home or to a preselected site, attempts will be made to notify parents by telephone and/or by radio or TV, and the public address system will be used to inform all teachers and students.

Exams

Exams/Tests are an important part of assessing student progress and will be administered to students on a regular basis. These exams will compose a portion of the student's final grade and will help determine growth.

Fees and Fines

Students are assessed a materials and supply fee. This fee should be paid during the first grading period. Students will also be fined for damaged or lost textbooks. Report cards will be withheld if fees are not paid, and students may be denied the privilege of participating in school activities. Fees may also be paid online at www.euclidschools.org

Field Trips

Students may participate in field trips as part of their regular academic program. Students are responsible for returning signed permission forms. Failure to do so may mean that the student will not be able to participate and will not receive academic credit for that activity. All school rules apply during field trips. The administration may place restrictions on any student's participation on the field trip when, in the administrator's judgment, it is not in the best interest of the child or of

his classmates to attend such an activity.

Grading Guidelines

Grades indicate the extent to which a student has mastered course objectives. The grade for each nine weeks includes the assessment of those activities (homework, in-class assignments, reports, etc.) that are designed to help the student reach course objectives. The letters and corresponding meanings are as follows:

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

It is our goal that all students reach at least the “C” **level of mastery** in each course. If they do not maintain this level, we encourage parents, students, and teachers to meet to determine the reason for the lack of success and to develop and implement a plan to help the student succeed.

The **responsibility for assuring student success** is shared by the student, the parents, and the teacher. *The student* is responsible for maintaining an attitude and a pattern of behavior that promotes learning. The student must be actively involved in the learning process by participating in and completing all assigned work and by reacting in a positive way to directions given by parents and teachers. *Teachers* are responsible for presenting appropriate instruction, for assessing the results of instruction, and for communicating student progress with parents and students. *Parents* are responsible for setting appropriately high expectations for their child and for providing support and guidance to ensure that their child completes assigned work.

Grades are determined by the teacher in each course for each student to indicate the student’s success in completing each nine week grading period and the course. The teacher is the subject area expert and is, therefore, best qualified to assess the degree of mastery of course objectives attained by the student. The teacher assigns grades based on evidence of the student’s work which may include both quantitative and qualitative measures as appropriate to the characteristics of the subject. Assessments may, therefore, be objective or subjective including evaluation of written tests, long-term projects,

presentations, or a variety of other assessments.

Honors

Students are recognized for their high academic achievement in several ways in grades 3 – 5.

First, at the end of each grading period, students are eligible to be members of honor rolls in two categories, as well as academics.

Distinguished Honors – “A”s in each subject area

Honor Roll – All “A”s with no more than two “B”s

Merit Roll - All “A”s and “B”s with no more than two “C”s

Reading and Math - “A”s in each core subject

Second, an awards program at the end of the year brings special attention to students maintaining very high standards of performance in the classroom, perfect attendance, involvement in activities/programs, and citizenship. At this program, students will also be recognized for improvement in core subject areas.

Parent -Teacher Conferences

Parent-Teacher conferences provide a positive and open dialogue between parents and the school staff. The conferences present an opportunity to share ideas and information about the student and to review the student’s academic, social, and emotional progress. They also serve to help clarify questions about the academic program and to share other school-related concerns. There are two conference formats that may be used. The first is an open conference where parents conference with any teacher of their choosing. Although these conferences last no longer than five minutes each, they give parents an opportunity to have many conferences during the evening. The second conference type involves a planned schedule. Parents arrange specific times to meet with one teacher, all teachers on the team, or a group of teachers at one time. The kind of conferences that are held may vary from year to year.

Whenever parents feel they would like more time than is provided by the conference evenings, they are invited to schedule appointments at any time during the school year. However, *unscheduled visits to the classroom are not permitted since they disrupt the teaching process.* Parents can arrange additional

conferences by calling the school office.

Physical Education Dress Requirements

All students are required to wear tennis shoes and acceptable clothing for physical activities during physical education classes, however uniforms are not required.

Promotion and Retention Standards

Multiple factors are considered in deciding whether to promote, place, or retain a student. The student's academic achievement level, maturity level, age, intellectual ability, social/emotional development, physical size, previous retentions, attendance, learning disability, attitude, and motivation are all considered. When a review of these factors finds no significant deviation from the norm, grades received during the school year become the main deciding factor.

PTA

Parent-Teacher Association activities enrich the curricular and extracurricular programs at our school and help to maintain a positive dialogue between parents and the school staff. Everyone in our school community is encouraged to join the PTA and to participate in the many activities the group sponsors. If you wish to take part, contact the school office for further information.

Report Cards and Interim Progress Reports

Students receive report cards at the end of each nine-week grading period. The report cards are sent home by mail. The report cards inform parents and students of the student's academic progress, social development, and work habits. Interim progress reports are also sent home to alert parent when students are doing less than satisfactory work or when they are doing exceptional work. These reports are sent about halfway through the grading period.

Student Records

All records of a student that are contained in the cumulative folder are available to the parent or guardian. A school administrator can be available to review these files with the parent and to explain any aspect of the information found therein. Parents who would like copies of the records should make this request

in writing with the school administrative assistant, and a copy will be provided in a timely manner.

Transportation

Bus service is provided for students who live more than two miles from the school. For the safety of all students who ride the bus, strict rules are enforced. Any student who repeatedly exhibits inappropriate behavior on the bus will be denied transportation. In this event parents will be notified, and the reason for the suspension will be explained. During bus suspensions, the parents have the responsibility to transport their children to school.

Visitors

For the safety of our students and staff members, all visitors to the school are required to report to sign-in at the main office, discuss the reason for their visit, and obtain a visitor's pass. The pass must be worn at all times when visitors are in the building. As appropriate, visitors may be escorted to a room for a conference or may meet with their child or a specific staff member in the office. Classroom visits must be pre-arranged with the classroom teacher or principals with at least a 24-hour notice. ***At no time may a visitor go to a classroom without an appointment and permission.***

Discipline Codebook

Students learn more and they learn better when they attend schools that are safe and free from distractions.

By following four very simple rules, students can influence the school climate positively:

1. Be where you are supposed to be (for example, in school, in class, at lunch),
2. When you're supposed to be there.
3. Listen to adults who are in charge, including teachers, principals, aides, secretaries, etc.
4. And comply with their simple directions without argument.

As simple as these rules are, occasionally students break them reflecting poorly on themselves as well as on their parents or guardians. School districts establish discipline codes for this very reason.

Parents are their child's most influential teachers and are responsible for their child's education. The public school system has been established to help parents in this endeavor. In this endeavor, students have the *right* to a quality education as well as the *responsibility* to exercise that right. Teachers provide formal instruction and build on the expectations and attitudes developed in the home. To help schools establish and maintain an orderly learning environment, courts have given school districts broad authority to develop and enforce rules. While under the supervision of school staff, students are required to comply with directives given to them.

Where Do School Rules Apply?

Students are subject to school disciplinary action up to and including suspension and expulsion as specified herein for all actions, which affect the good order, efficiency, morale, management, and welfare of the school. Although primary emphasis will be directed to activities taking place in the school or activities taking place near the school grounds, any student action on or off school property, which directly affects the school will be subject to disciplinary action. Areas of disciplinary control shall include:

1. While in the school, on the school grounds or in sight of school premises during and immediately before or immediately after school hours, including schools where the student is not in attendance.

2. While on school-owned and operated buses or other school-owned or operated vehicles, waiting at bus stops, walking to and from school bus stops or walking to and from school.
- 3.
- 4.

While engaged in or attending school-related activities on or off school grounds.

5. While on school grounds, at any time when the school is being used by school or school related groups.
6. While engaged in any conduct, which will directly affect the good order, efficiency, morale, management, and welfare of the school.

Administering Consequences

The rules and consequences listed in this codebook have been developed by a committee of teachers, parents, and administrators. They recognize the rights, responsibilities, and dignity of all members of the school community.

In general, consequences are progressive in nature in that they become more severe as the behavior is repeated. Consequences also become more severe as the nature of the inappropriate behavior becomes more severe. While each rule has a suggested range of consequence, each discipline situation is considered on an individual basis. So, when deciding on the consequence for any behavior, the school administrator will consider 1) the nature of the inappropriate behavior, 2) the circumstances under which it took place, 3) the discipline history of the student, 4) the ability level and special needs of the student, and 5) the impact the behavior had on other individuals, the learning process, or property. However, in those cases where the consequences are prefaced by the term “mandatory,” the administrator must apply the consequence indicated. Finally, violations that involve members of the school’s staff may result in more severe consequences.

Teachers make rules in their classrooms and apply consequences for inappropriate behavior. Although consequences should align with those indicated in the school codebook, teachers can and should assign consequence in a manner that makes sense for the immediate situation. In other words, teachers should not send office referrals merely because the rule is included in the codebook but should use their judgment. However, certain behaviors always require referrals. These include: Assault on Staff, Drugs and Alcohol, False Reporting of Fire or Bomb, Fighting/Assault, Fires and Explosives, Harassment, Hazing, Profanity to Staff, Sexual Harassment, Smoking, Threat to Staff, Weapons, and Unlawful Behavior.

Consequences that may be applied by the administrator are listed below: conference, warning, restriction of privileges, detention, exclusion to ALC, Saturday School, suspension, expulsion, restitution, cleanup, emergency removal, loss of credit for class assignment, police notification, and removal from extracurricular activity.

Alternative Learning Center (ALC) Guidelines

The Alternative Learning Center (ALC) provides a consequence to modify various classroom behaviors. Students are assigned to the ALC room for the entire school day. Teachers send class work for the day, which is monitored by the ALC supervisor. Work must be completed each period and strict rules of conduct are in effect. The ALC room provides students with a last chance to change their behavior before out-of-school suspension is assigned.

ALC operates on a two-strike concept. The first violation of rules results in an unsatisfactory conduct warning. The second violation results in a removal from ALC, emergency removal from school, and a 3-day suspension out-of-school. In some cases students are suspended after the first violation if the behavior is extremely severe or disruptive.

Each student assigned to ALC signs a form agreeing to follow ALC rules:

1. I agree to report to the Alternative Learning Center by 9:00 a.m., equipped with all the materials that I will need to complete my assigned work.
2. I will remain seated in an upright position with my eyes focused on my work. I will complete all my assignments to the best of my ability and to the satisfaction of the Alternative Learning Center supervisor. I understand that additional work and activities may be assigned to supplement the work I bring to the center.
3. I will be courteous and respectful and will not disturb others working in the center.
4. I understand that I will have lunch in ALC during the lunch period.
5. I understand that the rules of the Elementary School Discipline Codebook apply in the Alternative Learning Center.
6. Should I be absent from school on the day I am assigned to the Alternative Learning Center, I understand that I must report there on my first day back to school.
7. I understand that I will be suspended from school if I am removed from the center because of my failure to comply with these rules.
- 8.

Saturday School Guidelines

Students may be recommended to attend Saturday School due to an increase in negative behaviors within the school setting or on the school bus. Students spend four hours of study under the supervision of a staff member. **If students fail to attend, a 3-day school suspension (or 3-day bus suspension) is enforced starting on the immediately following school day.**

The following guidelines pertain to Saturday School:

1. Saturday School is in session from 8:30 a.m. to 11:00 a.m. Promptness is required. Students will not be admitted to the school if they arrive after 8:35 a.m. Doors will be opened at 8:15 a.m. and closed at 8:35 a.m.
2. Students are required to bring their own study materials including school related books, paper, pens, pencils, etc. Puzzles, games, comic books, coloring books, etc., are not appropriate study materials. There should be enough materials to last three hours. Lockers are off limits and access to other areas of the building will not be permitted. Students are expected to use this time for completion of schoolwork; therefore, activities such as talking without permission, sleeping, or appearing to be asleep are not permitted.
3. Students are required to wear appropriate school clothes. Students inappropriately dressed will be sent home.
4. Students are not permitted to bring such items as food, beverages, audio or visual equipment like radios, tape recorders, or TV's, playing cards or any materials that are disruptive to the educational environment.
5. Students attending Saturday School are subject to all regulations in the discipline codebook. Students who are asked to leave Saturday School because of behavior or not having appropriate study materials will receive a three-day out-of-school suspension. Finally, students are expected to participate in activities structured by Saturday School personnel.

Search and Seizure

Upon reasonable suspicion of the presence of an item prohibited in the discipline codebook, school officials will search a student's locker, purse, book bag, pockets, etc., and will confiscate any prohibited item they find. Consequences will also be administered if the student has violated the codebook.

TV Surveillance

The interior and exterior of the elementary schools are under electronic surveillance. A recording may be used as evidence by administrators, security officers, or the police in any situation involving the violation of any school rule or civil law. Privacy considerations and other factors prevent school officials from sharing surveillance tapes with parents, students, or members of the general public.

Rules and Consequences

Possible consequences are shown with each incident and are not necessarily in a sequential order. Consequences are administered based on severity.

1. Academic Dishonesty/Falsification

Students should present only their own work for all assignments, avoiding plagiarism from peers, internet sites, previous authors, etc. Further, students cannot falsify documents including hall passes, permission slips, teachers' notes or words, etc. Falsification also includes, but is not limited to, any verbal representation intended to have the same effect of any written forgery or falsification as specified above. Plagiarism is defined as copying or imitating the ideas or written work of another person. No student shall provide a false statement to any staff member.

Copying from a Peer

Plagiarizing an Outside Source (Author, Website, etc.)

Falsifying a Teacher's Document or Words Unauthorized

Use of a Teacher's Answer Document Other

*Consequences Warning; detention; 1-10 day suspension;
recommendation for expulsion; referral to juvenile court,
police; Department of Children Services*

2. Assault on Staff

Students shall not cause physical harm to any school staff member through deliberate, inappropriate contact of either the student or object under the student's control. Included in this section can be any action by which the staff member is hit by an object thrown or propelled by a student.

Deliberate, inappropriate contact
Other

Consequences *5-10-day Suspension, referral to juvenile court, Police Report, Department of Children Services; Recommendation for Expulsion,*

3. Bombs/Firearms/Weapons

Students shall not possess any form of weapon or object resembling a weapon. Weapons include, but are not limited to: guns, knives, razor blades, ice picks, ammunition, pellet guns or other objects that reasonably can be considered a weapon. Students also cannot use routine items as weapons (i.e. – pencils, combs, etc.) Common objects such as pencils, pens, screwdrivers, belts, etc., can also be considered weapons if used to threaten or cause harm. No student shall set a fire or possess an explosive device. Explosive devices include, but are not limited to bombs, fireworks, and “stink” bombs.

- Possession/use of firearm**
- Possession/use of knife**
- Possession/use of bomb**
- Possession/use of item resembling a weapon**
- Use of routine item as weapon**
- Other**

Consequences *1-10-day Suspension, Police and/or Fire department Notification, Referral to Juvenile Court; Recommendation for Expulsion*

4. Class Cut/Truancy to Class

Students should be in their assigned areas at all times. No student shall be absent from a class period without permission. Included in this rule is any unexcused absence from class of 4 minutes or greater.

- Abuse of hall pass**
- In school, not in class**
- Arriving to class after school's tardy policy permits (4 minutes or greater)**
- Other**

Consequences Detention; ALC; 1-10 suspension

5.

Disrespect/Defiance/Non-Compliance

Students shall comply with adult directives the first time they are given. They shall follow directions without argument or other display of disagreement. This includes negative verbal and nonverbal behaviors, as well as facial expressions, body language, and tone of voice.

Negative, non-verbal communication toward staff member (eye roll, lip smack, etc.)

Failure to comply with request in a timely manner

Mocking teacher (imitating teacher in a mocking tone, mispronouncing teacher's name, etc.)

**Verbal argument upon request
Failure to comply with request
Other**

Consequences *Detention; ALC; Suspension; Recommendation for Expulsion; Referral to Juvenile Court, Police, Department Of Children Services*

6. Disruption

Students shall behave in a way that contributes to a positive, structured learning environment. Any behaviors which detract from a teacher's ability to teach or a student's ability to learn can be considered disruptive.

Talking at an inappropriate time during class

Creation of loud noise in the classroom

Behaving in a manner which adds to a negative situation

Any behavior in a hallway or common area that disrupts classroom instruction

Excessive talking in the classroom, despite repeated warnings

Other

Consequences *Detention, ALC, Suspension; Recommendation for Expulsion; Referral to Juvenile Court, Police, Department Of Children Services*

7. Dress Code

Students are required to dress in a manner that is safe, modest, and

appropriate for their class or activity. Students should not dress in a manner that disrupts the learning environment.

Immodest or Unsafe Dress Other

The following attire is **PROHIBITED** during school hours

- a. Over-sized, spandex, or extremely tight-fitting clothing.
- b. NO SAGGING PANTS.
- c. See-through clothing or material that reveals undergarments.
- d. Bare midriff, "crop tops", halter tops, tank tops, tops with spaghetti straps, muscle shirts, and low-cut, revealing tops (no cleavage can be seen).
- e. Pants with air brushing, embroidery, or other decorations.
- f. Undergarments worn on the outside of clothing.
- g. Pajamas and/or loungewear, either tops or bottoms.
- h. Clothing with tears, holes, or decorative patches.
- i. Garments with inappropriate language, pictures, or suggestive references, including those relating to alcohol, tobacco, drugs, or sex.
- j. Any dress that causes or is likely to cause a hostile, intimidating, degrading, offensive, harassing, or discriminatory environment.
- k. Cleats, slippers, flip-flops, or stiletto heels; sandals must have back straps.
- l. Spiked jewelry or chains.
- m. Coats, jackets, purses, fanny packs, back bags or gloves may not be worn in school.
- n. Hats and caps must be removed when entering building; hoods on sweatshirts may NOT be worn covering head.

Consequences *Call Home; Change Clothes; Conference with Student and Parent; detention; ALC; 1-10 Suspension; Recommendation for Expulsion; Referral to Juvenile Court, Police, Department of Children Services*

8. Drugs, Alcohol, Tobacco

Students shall not use, be under the influence of, possess, buy or sell, offer to buy or sell, or transmit drugs, alcohol, or tobacco products. This clause also forbids the possession of paraphernalia (pipes, lighters, etc.) or items that resemble any of these substances. Included in this rule, but not limited to, are the following: cigarettes, cigars, snuff and chewing tobacco, alcohol, narcotics, hallucinogens, barbiturates, marijuana, inhalants, and look-alikes. Likewise, a student shall not be

under the influence of any of these substances while at school or school-related activity.

Possession of drugs
Possession of alcohol
Possession of tobacco
Influence of
drugs/alcohol Use of
drugs/alcohol
Intent to sell drugs, alcohol, or tobacco
Possession of paraphernalia
Other

Consequences *Emergency Removal, Mandatory Suspension, Police Notification, Recommendation for Expulsion*

9. Gambling

Students shall not participate in any form of betting or “games of chance.”

Consequences *Confiscation of Materials, Detention, ALC, Suspension*

1. Harassment/Intimidation/Bullying

Students cannot engage in conduct (written, electronic, verbal, graphic, or physical) that causes physical or mental harm or places an individual in reasonable fear of physical or mental harm AND is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment. Harassment includes conduct such as slurs, repeated threats, jokes, intimidation or any verbal, written, pictorial, or physical attack.

Verbal Harassment/Intimidation/Bullying Written
Harassment/Intimidation/Bullying Graphic
Harassment/Intimidation/Bullying Physical
Harassment/Intimidation/Bullying Electronic
Harassment/Intimidation/Bullying

Consequences *Detention; ALC; 1-10 day Suspension; Recommendation for Expulsion; Referral to Juvenile Court, Police, Fire Department, Department of Children Services.*

2. Inappropriate Contact/Sexual Conduct

Students shall not kiss or participate in any form of sexual contact. This

involves consensual and non-consensual behavior. Included are such behaviors as kissing, holding hands, hugging, or other behaviors that can reasonably be considered as inappropriate in a school setting.

Consensual kiss w/peer Consensual sexual contact
Non-consensual kiss or contact, or sexual contact
Other

Consequences *Warning, Detention, ALC, Suspension, Recommendation for Expulsion*

3. Inappropriate Language

Students are prohibited from using profanity or vulgarity in any form, including spoken or written words, pictures, text messages, and gestures.

Directed to another student (conversational tone)
Directed to another student (text or gesture) Random use
Directed to another student (loudly, argument)
Directed to staff member (conversational tone)
Directed to staff member (loudly, argument)
Directed to staff member (text or gesture) Other

Consequences *Warning, Conference with Student; Detention; ALC; Suspension; Recommendation for Expulsion*

4. Physical Aggression/Fighting/Assault

Students shall keep their hands, feet, and objects within their control to themselves. Students are considered to be fighting when they punch or act violently toward another student. If only one student punches or acts violently toward the other, the incident is considered an assault. Additional consequence may be added due to the severity, location, or disruptive nature of the fight or assault.

Minor action (slight push, trip, etc.) Major action, resulted in harm
Major action, could have resulted in harm Posturing, attempted to fight but was separated
Both students threw punches and/or acted aggressively
Only one student threw a punch/acted aggressively Other

Consequences *Detention; ALC; 1-10 day Suspension; Recommendation for Expulsion; Referral to Juvenile Courts, Police, Fire*

5. Property Misuse/Vandalism

Students should use personal and/or school-owned items for their intended purpose only. Students should not cause or attempt to cause damage, defacement, or destruction of private or school property.

Student property, minimal, repairable damage

School property, minimal, repairable damage

Teacher property, any level of damage

Student property, major damage

School property, major damage

Technology, unauthorized use

Other

Consequences **Minimal Damage**
Loss of Privileges, Restitution, ALC, Suspension

Consequences **Major Damage**
Restitution, ALC, Suspension, Recommendation for Expulsion

Electronic Devices

Students should follow school policies with regard to cell phones, iPods, and all other electronic devices.

Consequences *Confiscation of Item w/ Option of Parent Retrieval, Detention, ALC, Suspension*

1. Reckless Behavior

Students must conduct themselves in a manner which contributes to a safe, orderly environment.

Injury of staff member, no harm intended

Injury of student, no harm intended

Creation of a dangerous situation (escalating problems, running in hall, play-fighting, etc.)

**Contact with staff member that does not result in injury Contact
with student that does not result in injury**

*Consequences Warning; Conference with Student; Detention, ALC,
Suspension, Recommendation for Expulsion*

2.

Repeated Violations (Administrative Use Only)

Students who consistently engage in misconduct will receive escalating consequences.

Consequences *Suspension; Recommendation for Expulsion; Referral to Juvenile Courts, Police, Department of Children Services*

1. Tardy

Students should arrive on time to school and to all classes. Students who arrive in class after the bell rings are tardy to class. Students who arrive 4 minutes or later to class are not included in this rule. Rather, they are included in the rule for Class Cut/Truancy to Class.

Tardy to class Tardy to school

Consequences *After 5 days, automated letter sent to parents*

2. Theft

Students shall not steal another's property. No student shall steal, attempt to steal, remove or receive any item of personal or school property without permission.

Theft of peer's property (minimal monetary value, ie., pen, notebook, etc.)

Theft of peer's property (significant monetary value) Theft of teacher's or school's property (any value) Other

Consequences *Confiscation; Restitution; ALC; Suspension; Recommendation for Expulsion, Police, Juvenile Court, and Department of Children Services Notification*

3. Threat to Staff/Student

Students shall not threaten or otherwise intimidate their peers or staff members. A student shall not urge another student to threaten or intimidate another student or school district employee with physical violence.

Student threatens a peer
Student threatens a staff member

Other

Consequences *ALC, Suspension, Recommendation for Expulsion; Referral to Juvenile Court, Police, Fire, Department Of Children Services*

4. Unlawful Behavior

Students must follow all civil and criminal laws and regulations. School disciplinary action will be in addition to any action civil or juvenile authorities choose to take. Unlawful acts may include, but are not limited to: assault, battery, larceny, robbery, malicious mischief, unlawful assembly, disturbing public assembly, malicious threats, arson, malicious use of the telephone, false fire alarms, and extortion.

Consequences *Restitution, ALC, Suspension, Recommendation for Expulsion, Police, Juvenile Courts or Department of Children Services Notification*

Bus Behavior Guidelines and Consequences

The following section describes the rules and consequences that pertain to our students as they travel to and from school on district school busses. Rules and consequences are divided into three categories according to their severity.

Class I Offenses

1. Spitting
2. Horseplay/Mischief that interferes with the safe operation of the bus
3. Eating/Drinking/Littering on bus
4. Leaving seat/standing without permission from driver
5. Swearing, vulgarity, abusive language, obscene gestures directed at students or adults
6. Unauthorized school travel while on suspension or expulsion
7. Failing to comply with directives of school personnel, including failing to immediately identify oneself upon request to any school personnel
8. Other offenses as reported by the driver or principal

Consequences *Warning; Detention; 1-10 day Bus Suspension; Loss of*

Bus Service

Class II Offenses

1. Placing any object or body part outside of bus window
2. Throwing/shooting of any object
3. Physical aggression (fighting) against another person
4. Possession/use of tobacco or any controlled substance
5. Vandalism and/or destruction of school or personal property
6. Holding onto or attempting to hold onto any portion of the exterior of the bus
7. Other offenses as reported by the driver or principal

Consequences 1-10 day Bus Suspension; Loss of Bus Service

Class III Offenses

1. Possession/use of laser pens or pointers
2. Possession or threat of weapons/explosives/flammables/matches or lighters
3. Unauthorized entering or leaving through emergency door/tampering with the bus equipment

Consequences 5-10 day Bus Suspension; Loss of bus service

Information for Parents

- A. Parents are not permitted to board the yellow school buses at any time.
- B. Bus drivers shall determine assigned seats for all students riding the school bus.

Refusal of Transportation Whenever it becomes necessary to deny or suspend a pupil from transportation service due to his/her misconduct, the school shall notify the parents of such suspension with full explanation for this action in compliance with Section 3313.66, Ohio Revised Code.

APPEALS

Rights of Students and Parents

Edited Version of the Ohio Revised Code - Section 3313.66

Suspension, expulsion and removal from premises:

- A. The superintendent of schools of a city, exempted village, or a local school district, or the principal or unit principal of a public school may suspend a pupil from school for not more than ten school days. If at the time a suspension is imposed there are fewer than ten school days remaining in the school year in which the incident that gives rise to the suspension takes place, the superintendent may apply any remaining part or all of the period of the suspension to the following school year. No pupil shall be suspended unless prior to the suspension such superintendent or principal does both of the following: (1) Gives the pupil written notice of the intention to suspend him/her and the reasons for the intended suspension and, if the proposed suspension is based on a violation listed in division (A) of section 3313.662 of the Revised Code and if the pupil is sixteen years of age or older, includes in the notice a statement that the superintendent may seek to permanently exclude the pupil if he/she is convicted of or adjudicated a delinquent child for that violation; and (2) Provides the pupil an opportunity to appear at an informal hearing before the principal, assistant principal, superintendent, or superintendent's designee and challenge the reason for the intended suspension or otherwise to explain his/her actions.
- B. The superintendent of schools of a city, exempted village, or local school district may expel a pupil from school for a period not to exceed the greater of eighty school days, or the number of school days remaining in the semester, or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended pursuant to division (F) of the ORC. If at the time an expulsion is imposed there are fewer than eighty school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the superintendent may apply any remaining part or all of the period of the expulsion to the following school year. No pupil shall be expelled unless, prior to his/her expulsion, the superintendent does both of the following: (1) Gives the pupil and his/her parent, guardian, or custodian written notice of the intention to expel the pupil; and (2) Provides the pupil and his/her parent, guardian, custodian,

or representative an opportunity to appear in person before the superintendent or his/her designee to challenge the reasons for the intended expulsion or otherwise to explain the pupil's actions.

C.

D.

The notice required in this division shall include the reasons for the intended expulsion, notification of the opportunity of the pupil and his/her parent, guardian, custodian, or representative to appear before the superintendent, or his/her designee to challenge the reasons for the intended expulsion or otherwise to explain the pupil's action and notification of the time and place to appear. **The time to appear shall not be earlier than three or later than five school days after the notice is given.**

- E. The superintendent or principal, **within one school day after the time of a pupil's expulsion or suspension, shall notify in writing the parent, guardian or custodian of the pupil and the treasurer of the board of education of the expulsion or suspension.** The notice shall include the reasons for the expulsion or suspension, notification of the **right of the pupil** or his/her parent, guardian or custodian to appeal the expulsion or suspension to the board of education or to its designee, to be represented in all appeal proceedings, to be granted a hearing before the board or its designee in order to be heard against the suspension or expulsion

- F. **A pupil, or his/her parent, guardian or custodian may appeal his/her expulsion or suspension by a superintendent or principal to the board of education or to its designee.** The pupil or his/her parent, guardian or custodian may be represented in all appeal proceedings and shall be granted a hearing before the board or its designee in order to be heard against the suspension or expulsion. At the request of the pupil, or his/her parent, guardian, custodian or attorney, the board or its designee may hold the hearing in executive session but shall act upon suspension or expulsion only at a public meeting. The board may, by a majority vote of its full membership or by the action of its designee, may affirm the order of suspension or expulsion, reinstate the pupil or otherwise reverse, vacate or modify the order of suspension or expulsion.

- G. **Emergency Removal:** If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process either within a classroom or elsewhere on the school premises, the notice and hearing ordinarily required for suspension and expulsion can be temporarily waived.

The board or its designee shall make a verbatim record of hearings held under this division. The decisions of the board or its designee may be appealed

under Chapter 2506 of the Revised Code.

Non-Discrimination and Equal Opportunity in Education Policy
& Non-Discrimination on the Basis of Sex Policy

All students shall have an equal opportunity to learn and to participate in classes, educational programs, and extra-curricular activities. It is the policy of the Euclid Board of Education that students will not be discriminated against on the basis of sex, race, color, religion, disability, national origin (ethnicity), sexual orientation or military service. A student or parent who feels this policy is being violated by another student, administrator, teacher, school employee or third party doing business on Board property can report the violation to the building principal or, if the building principal is not available, you can contact:

A copy of the Euclid Board of Education's Non-Discrimination and Equal Opportunity in Education and Employment Policy, Non-Discrimination on the Basis of Sex, and Reporting and Grievance Procedure for Complaints of Discrimination or Harassment can be obtained by contacting the building principal or Dr. Charlie Smialek, Superintendent. These documents provide the grievance procedures for Title II, Title VI, Title VII, Title IX, Section 504 and the ADA.

Anti-Harassment Policy

All students have the right to be free from unlawful harassment while a member of the School District Community. It is the policy of the Euclid Board of Education that students will not be unlawfully harassed on the basis of sex, race, color, religion, disability, national origin (ethnicity), sexual orientation or military service. A student or parent who feels this policy is being violated by another student, administrator, teacher, school employee or third party doing business on Board property can report the violation to the building principal or, if the building principal is not available, you can contact:

Sue Maroney
Euclid City
Schools
651 East 222 Street
Euclid, Ohio 44123
(216) 797-2905

A copy of the Euclid Board of Education's Anti-Harassment Policy and Reporting and Grievance Procedure for Complaints of Discrimination or

Harassment can be obtained by contacting the building principal or Mrs. Sherrell Benton, District Compliance Coordinator. These documents provide the grievance procedures for Title II, Title VI, Title VII, Title IX, Section 504 and the ADA.

The Euclid Board of Education

Donna Sudar, Board President
Tisha R. Thomas, Board Vice President
Steve Johnson, Jr.
Angela Lisy
Kathy DeAngelis

District Administration

Mr. Christopher Papouras, *Superintendent*
Mrs. Sherrell Benton, Director Student Affairs
Mr. Patrick Higley, *Business Manager*
Mr. Matthew Brown, *Treasurer*

