



SHEFFIELD-SHEFFIELD LAKE CITY SCHOOLS

Knollwood/Forestlawn Elementary Schools 2018-2019

Student Handbook

SHEFFIELD-SHEFFIELD LAKE CITY SCHOOLS

Knollwood/Forestlawn Elementary Schools Handbook

Knollwood Elementary
4975 Oster Road
Sheffield Lake, Ohio 44054
Office: 440-949-4234
Principal: Gretchen Loper
Secretary: Ginny Wesebaum

Forestlawn Elementary
3975 Forestlawn
Sheffield Lake, Ohio 44054
Office: 440-949-4238
Principal: Gretchen Loper
Secretary:

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Dear Parent/Guardian,

Welcome to Knollwood and Forestlawn Elementary Schools. This handbook has been developed to assist you and your child in making the current school year a successful educational experience. We urge you to keep this handbook in a convenient place for handy reference as many of your concerns can be answered even before contacting the school.

In order for us to educate your child, we need your support and cooperation. Rules and regulations are an integral part of any well-planned organization. Actually, no organization could operate without guides to assist in the functional process. Much confusion and misunderstanding is avoided by presenting a written guide.

This set of discipline guidelines does not identify the complexities associated with managing students who exhibit a variety of unacceptable behaviors; neither does it take into consideration extenuating circumstances or time factors. Accordingly, the administrator must be given latitude in the application of these guidelines.

If questions arise that this handbook does not answer, please feel free to contact the office. Often we find parents are not familiar with whom to call should a problem arise. A school district follows the same "chain of command" of any large organization. We request you follow this order should you need a question answered: **classroom teacher, building principal, and superintendent.** If questions arise that are not answered in this handbook, please contact the person in charge closest to the problem. We are here to do the best job possible in educating your child.

The Knollwood/Forestlawn Staffs feels that if the guidelines provided herein are followed, we can continue to channel our energies into the educating of our children.

We are looking forward to another year of quality education in our district.

Sincerely,

Michael F. Cook, Superintendent
Gretchen Loper, Principal

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General Information

ADDRESS/TELEPHONE CHANGE

Please notify the office immediately should there be a change in your address, phone number, emergency phone numbers, or change of employment.

AFTER-SCHOOL ACTIVITIES

Students remaining for an after-school activity, or returning after school dismissal time for scheduled activities, are to have written permission from parent/guardian on file with the building principal. Regularly scheduled after-school activities require only one written permission slip to be kept on file with the principal's office.

ALTERNATIVE AFTERSCHOOL ARRANGEMENTS

All students are required to submit a written note from the parent/guardian if afterschool arrangements have changed. Please note that a change in bus transportation is NOT PERMITTED. Any student without a written note will not be permitted to alter their afterschool arrangements. If an emergency arises and your child must be dismissed early, call the school office before 2:00 p.m. to explain when to dismiss the child, and who will provide transportation.

ARRIVAL and DISMISSAL

Students are not to arrive prior to the scheduled start time. There is no supervision available. All students should be out of the building within ten minutes of dismissal or immediately after a planned, afterschool activity. If there is a change in transportation for your child, please notify the office. A note or telephone call before 2:30 from the parent is necessary. After such time, we cannot guarantee acceptance of the phone request to change the way your child will be going home. Please help us to make the dismissal process at your child's building a safe procedure.

CLASSROOM (AND HOME) PARTIES

There are three classroom parties sponsored by the elementary Parent/Teacher Organizations. These are usually Halloween, Christmas, and Valentine's Day. If, for any reason, you wish your child not to attend these parties, you may pick your child up before the start of the parties. Any other parties must be first approved by the building principal. If your child wishes to bring in a treat on his/her birthday, please check with the teacher or office first for permission, a class count, and procedure. Should the parties be canceled due to school closing, they will be rescheduled on the next regular school day.

Invitations for students' home parties may be distributed in school only if every student in the classroom is invited. It is very hurtful to children to be the ones left out.

CRISIS MANAGEMENT

The District has a Crisis Management plan in place and filed in compliance with Ohio Revised Code.

SHEFFIELD-SHEFFIELD LAKE CITY SCHOOL DISTRICT

NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

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

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to,

- Other schools the student is seeking to attend;
- Class ring manufacturers;
- State or federal authorities auditing, evaluating programs or enforcing state or federal laws;
- A court by order of subpoena.

The District has designated the following information regarding students as directory information:

- Name;
- Address;
- Telephone Number;
- Date and Place of Birth;
- Major Field of Study;
- Dates of Attendance ("from and to" dates of enrollment);
- Participation in Officially Recognized Activities and Sports;
- Weight and Height, if a member of an athletic team;
- Date of Graduation; and
- Honors, Awards and other Achievements Received

Directory information may be disclosed by the District for any lawful purpose in its discretion, without the consent of a parent of a student or an adult student, i.e., for publication in the local newspaper of the honor roll or information about student athletes; including such information in a student directory; or displaying such information on the District's website.

In addition, two federal laws require the District to release the name, address, and telephone number of students in grades 9-12 to military recruiters and institutions of higher education that request the information unless the parent or eligible student direct the District not to release the information.

Parents of students and adult students have the right to refuse to permit the disclosure of any or all of the above information to third parties. If you do not want the District to disclose directory information about your child without your prior written consent, you must notify the District in writing by **9/30/18**

Fire, tornado, evacuations and lockdown drills will be held throughout the school year. Students are expected to move quickly and quietly in a single file form. Signs are posted in all classrooms directing students to the nearest

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fire exits. Teachers will assist in the drills. Students are to remain outside until signaled to re-enter. During a tornado drill, students will be directed by their teacher to their designated safe area of the building.

EMERGENCY CLOSINGS AND DELAYS

Arrangements for students must be made in advance by parents in case of an early dismissal. Please make arrangements for your child to go to a relative or neighbors home if you will not be at home. Students may not be able to use the phones in some emergencies and parents may not be able to reach the school because of busy or damaged phone lines.

In the event of extremely bad weather, the schools may be forced to close early or for the total day. In the event that school is closed, all evening activities are also cancelled. Parents should have a "contingency plan" set up with friends, neighbors or relatives to care for their child should school be dismissed early. We ask that you do not call the school, but please check the school district's website, Facebook page or listen to the following local radio stations and television stations for such announcements:

WEOL (AM) 930 on the dial	WKYC - CHANNEL 3
WWWE (AM) 1100 on the dial	WEWS- CHANNEL 5
WKNR (AM) 1220 on the dial	WJW - CHANNEL 8
WRMR (AM) 850 on the dial	

FEEES

Student fees are collected annually as a means of defraying from the cost of materials.

FUNDRAISING

The Board feels that limited fundraising by curricular and co-curricular activity groups of students not only benefits each organization financially, allowing it to achieve expanded opportunities, but can, through careful adult supervision, be a powerful teaching tool to instruct students in organizational procedures and fund management.

All school-related fund raising projects require prior approval by the Superintendent of Schools and must be consistent with the approved auditing standards and shall comply with Regulations for Student Activities.

No door-to-door solicitation by Elementary Students K - 5.

No individual or private organization can bring fund raising items into the school.

GUIDANCE

An elementary guidance counselor is available to the schools on a regularly scheduled basis. If you feel your child may benefit from some counseling, please discuss the situation first with the classroom teacher and building principal. They may be able to make some recommendations to help with study habits, attendance, dress/appearance and getting along with teachers, classmates, parents and friends. Parents are encouraged to contact the school when they feel a problem may exist at home that could affect their child's performance in school.

HOMEWORK

Homework is assigned to students to reinforce the skills taught in the classroom at each grade level. The assignments may include asking the child to practice or demonstrate what has been introduced at school with the parent. It may also include assigned material previously presented at school or the completion of projects and reports. Even if the students have no assigned homework, it may help the student to simply practice school related material, such as math facts or reading to the parent. Homework is an important part of the instructional program of the Sheffield/Sheffield Lake Schools. Students choosing not to do homework may fall behind in their academic program.

Students who are absent are expected to make up class work assigned by the teacher(s). Homework may be picked up in the office after the second day of absence if requested by the parent. In general, teachers will not be asked to prepare assignments in advance of a trip. Students/parents should confirm all required assignments immediately upon their return.

INTERNET/NETWORK

Students are encouraged to take advantage of the many resources available on the Internet. Responsible use of the Internet is important and students need to follow acceptable guidelines and rules with relation to use. Student access permission forms must be on file for the student to use Internet Access.

LIBRARY SERVICE

Library services are provided at Brookside Intermediate. Students may take out books from the library provided they return them in a timely manner and follow the library rules.

LOST AND FOUND ARTICLES

When unclaimed articles are found they are to be taken to the office. Parents/students may claim lost articles from the lost and found. Unclaimed articles are given to charity after each grading period. **PLEASE MARK ALL STUDENT'S ARTICLES WITH HIS/HER NAME USING INDELIBLE INK OR PEN.**

LUNCH /FREE AND REDUCED

Parents are welcome to join their children for lunch. If you are ordering a school lunch, please call the office before 9:00 A.M. You may also bring a lunch for you and your child.

Each school year, applications for free and reduced lunches are available in the elementary offices. A separate application must be completed for children in each of the building in which they are enrolled.

PUBLIC SOLICITATIONS IN THE SCHOOLS

No person may sell or offer for sale within school buildings or on school property any articles or services or solicit contributions except those approved by the Superintendent or the Board. This policy does not prohibit any school fund-raising activity authorized by the Superintendent or other appropriate building administrator.

Salespeople representing educational companies may be granted the opportunity to speak to teachers by making arrangements through the principal's office. Such appointments must not interfere with the classroom work of the teachers.

The school directory or lists of students are not made available to any outside person or agency for a profit-making purpose.

REGISTRATIONS, TRANSFERS, WITHDRAWALS

All registration other than the annual kindergarten registration in March will take place at the school where your child will attend.

Parents of students transferring or withdrawing to any other school out of the district are asked to notify the school office. The proper forms will be prepared for parent signature and a copy of the withdrawal will be given to the parent to take to the new school.

RESIDENCY

Ohio Attendance Law and Policy 6.14 of the Sheffield-Sheffield Lake City School District, stipulates that a child is entitled to attend school ONLY in the district which he/she or his/her parent(s) or legal guardian(s) reside. Sheffield-Sheffield Lake City Schools may attempt to verify residency at any time. Shared residency must be updated at the beginning of each school year.

ROOM ASSIGNMENTS

A lot of thought and input goes into assigning a child to a particular classroom. The child's reading level, style of learning, math ability, peer relationships, teaching style of the classroom teacher, balance of class size, etc. are all taken into consideration. Therefore, once all the data is reviewed and a placement is made, it becomes very difficult to change. The administration of a building is always willing to listen to the parent's input. Specific requests for class placements are not accepted. The classroom lists are posted on the entrance doors prior to the opening of school.

SCHOOL PICTURES

School pictures are taken in the fall and spring. Parents may purchase pictures if desired; however, pictures are taken of all students.

USE OF TELEPHONES

The telephone in the office is to be used for school related emergencies or illness. Permission for a student to use the telephone must be given by the teacher, secretary, or principal. Cell phones are permitted in the building, but must be turned off, kept in book bags/lockers and may not disrupt the school. If cell phones are confiscated, parents are responsible for picking up the cell phone from the main office.

VALUABLES

Children should not bring large amounts of money or any valuables to school. The following are examples but not limited to: toys, video games, cameras, radios, iPods, laser pointers. Cell phones are permitted in the building, but must be turned off and kept in book bags and may not disrupt the school day. **THE SCHOOL WILL NOT BE RESPONSIBLE FOR LOSS OR DAMAGE TO THESE ITEMS.**

VISITORS

ALL VISITORS MUST REPORT TO THE SCHOOL'S OFFICE UPON ENTERING THE BUILDING. Parents are welcome to visit the building and observe classes. It is requested, however, that prior to the visitation, arrangements are made through the classroom teacher or the school's office. Students not enrolled in the Sheffield - Sheffield Lake City Schools are not permitted to attend classes.

Any visitor to the school whose presence or conduct is disruptive, whose behavior, past or present, suggests that he/she intends or is likely to become disruptive, may be requested to leave the premises. If the visitor so addressed does not withdraw, the principal may summon assistance from the local law enforcement agency.

All participants and spectators of school programs, assemblies, graduations, and athletic events are expected to abide by all applicable laws, local ordinances, Board policies and District and building regulations pertaining to public conduct on District property.

We hope parents will feel free to visit the schools and have lunch with their child. It is requested that parents who wish to have lunch with their child, please call the office to notify us of their intent to have lunch.

VOLUNTEERS

During the year, the P.T.O., classroom teachers or the administration may ask for adult volunteers in the community to help in the schools for one reason or another. In doing so, the school and community are truly partners in guiding our youth's education. We also encourage anyone who would like to volunteer his or her time in our building (such as the library or classroom) to contact the principal or a particular classroom teacher at his/her convenience. Volunteers working with students will be asked to have a current BCI check.



Academics

INSTRUCTIONAL PHILOSOPHY

The Sheffield-Sheffield Lake City Board of Education seeks to provide a learning environment in which each student can acquire feelings of adequacy, an attitude of disciplined self-direction, and skills and knowledge for life-long learning.

- We believe in the dignity and worth of each student and in his/her unlimited potential for growth. The climate of the school should nurture and sustain the inquisitiveness of the student as he searches for and discovers new meanings in the context of his environment. To this end we believe that we should assist each student to discover and extend his/her interests and talents and provide opportunities for this expression. We believe that the school must provide the necessary structure and discipline so that student potential can develop.
- We believe that educational programs should be value oriented. The climate of the school should stimulate and support the willingness of each student to be open, to analyze beliefs and feelings, and to develop socially acceptable criteria to influence his/her behavior and to recognize the rights of his/her fellowmen. The school community should stress the freedom to inquire and to examine alternatives while valuing the freedoms of others and the discipline of responsible behavior.
- We believe that each student should understand the meaning of American democracy and have guided opportunities in the classroom and the school to practice its fundamental tenets. He/she should acquire an understanding of the ideas, events and processes, which have shaped his/her culture and the cultures of other peoples. Therefore, we believe that schooling must be relevant both to the needs of the student and to the community, society, and the world in which he/she lives. Experiences provided in the curriculum should relate to and value the richness and diversity of human experience and inspire each student to seek to improve the condition of mankind, to discover a loyalty, which transcends the self and is realized in the common purposes of man.
- We believe that each student must understand and adjust to the dynamics of change. He/she should understand the impact of science and technology upon the individual, the family and the institutions of society. His/her total experience should be planned to facilitate the development of personality, physical health, and critical thinking powers so as to enable him/her to face the future with confidence and to cope with the changing conditions of the world in which he/she will interact.
- We believe that each teacher has a responsibility to perform in a professional manner, which encourages continuous study and self-analysis. We believe each teacher should possess the kind of moral character, educational philosophy, and professional attitude that influences learning and attitude development of the student.
- We recognize that the school shares the responsibility for the total development of the student with the family and other agencies of the community. We believe that when communication among all significant persons in the life of the student is fostered, his/her growth is enhanced.
- We believe that in the final analysis all learning is personal; it is the product of meanings acquired by the individual as he/she interacts in his/her work. To learn to function effectively in that setting, the student must gradually be given the chance to work independently and to set goals and to determine the means to achieve them. The student who has acquired the skills of critical thinking, who knows what he/she ought to do with respect for himself/herself and with reverence for others, and who demonstrates the capacity for self-direction and achievement is likely to attain self-fulfillment and be a contributing member of our democratic society

FIELD TRIPS

Field trips are an extension of the classroom experience and are a valuable part of the total educational program. Throughout the year field trips may be scheduled in accordance with the age of the child and the trip's relationship to the classroom subject matter. Field trip regulations are established by the Superintendent and approved by the Board of Education. Field trip information is always sent home and a permission slip has to be returned to the school before any child is allowed to attend.

GIFTED SERVICES

The Sheffield/Sheffield Lake Board of Education has adopted a policy for identifying children who are gifted in accordance with Ohio Revised Code 3324.01-3324.07 and Ohio Administrative Code. The state mandates that all students be assessed for possible "giftedness" using the state's specific definition but it does not require school districts to provide special services at this time because funding for programs is not provided. The state's definition of "gifted" is:

- Children who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment and who are identified in the areas of superior cognitive ability, specific academic ability (math, science, social studies, reading, writing), creative thinking ability, and/or visual (drawing, painting, sculpting) or performing arts ability (music, dance, drama).

Our plan calls for us to consider all students in grades K-12 by reviewing existing data and accepting referrals from parents, teachers, and community members. To be identified as "gifted" a student must achieve the requisite cutoff score on an assessment instrument authorized by the Ohio Department of Education (ODE). Cutoff scores are set by the ODE. If a student does not obtain the required score on a group administered assessment, a parent or teacher may request that an individual assessment be administered.

Currently, the state provides limited funding for gifted identification and no funding for gifted services. Through local tax dollars, Sheffield/Sheffield Lake employs one teacher enrichment specialist who assists teachers in working with students identified as gifted. At the elementary level we serve students identified as gifted through differentiated instruction in the regular classroom, cluster groups involved in specific units of study, interest-based activities, and other appropriate plans-of-action established by instructional teams.

Our instructional program at all levels continues to evolve in order to meet the needs of our learners.

PARENT - TEACHER CONFERENCES

The school system provides two conference times per year. A notice will be sent home prior to the conference day, which will note suggested time periods. The school would like to emphasize that a conference may be held with a teacher or principal at any time. Please call the school office for an appointment.

Parents are encouraged to contact individual teachers throughout the year to discuss their child's progress. Student progress is available at all times online through the districts Power School grading system. Every teacher is available for parent conferences. Please call the school office for an appointment.

SPECIAL SERVICES

The Sheffield - Sheffield Lake City School District has available a broad range of assistance for students who have unique educational needs. These services include guidance counselor, LEP (Limited English Proficient) tutors, school psychologist, gifted specialist, reading intervention teachers (in some buildings), special education teachers, speech therapist, and teacher assistants for special needs students. Contact the building principal or your child's classroom teacher for more information.

TESTING

Students in Kindergarten through sixth grade participate in group testing throughout the year. These assessments may include state required testing, screening for gifted eligibility, diagnostic assessments, and benchmark assessments. The number and type of assessments are different for each grade level based on state or district requirements.

TEXTBOOKS

Textbooks will be assigned to students by the teachers. The student is responsible for keeping the book clean, unmarked and in good condition. If you misplace a book, check in the lost and found, in your classroom, at home, or on the bus. Arrangements for paying for a lost or damaged book are made in the office. If your book is found later, your money will be refunded. Fines for damaged textbooks are collected in the school office. Students should consider putting book covers on textbooks.



Attendance

APPOINTMENTS DURING THE SCHOOL DAY

Parents are required to sign students out of the building each time they leave for any reason during the school day. A sign out sheet is kept in the school office. Please do not go directly to the classroom. When the students return before the school day ends, parents, or a responsible adult, will bring them back to the school office.

If you desire an early dismissal for your child, a note must be sent to the office explaining the need for this action prior to 2:00 pm. If an emergency arises and your child must be dismissed early, call the school office to explain when to dismiss the child, and who will provide transportation. The person picking up the child **MUST** report to the office. Under no circumstances will a child be allowed to enter a waiting car, or be permitted to walk home. The person transporting the child must present proper identification, if asked, present written release authorization from the parent or guardian, and sign the release book in the office before taking the child from the school.

Late Arrival and Early Dismissal

Late Arrivals and Early Dismissals will now be counted as absences from school and tracked by hours not in attendance.

Attendance

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours. Reasons for which students may be excused include, but are not limited to:

1. Personal illness of the student;
2. Illness in the student's family'
3. Needed at home to perform necessary work directly and exclusively for parents or legal guardian (applies to students over 14 years of age only);
4. Death in the family
5. Quarantine for contagious disease;
6. Religious reasons
7. Traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours) or
8. As determined by the Superintendent

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and respective teacher(s). Students are requested to bring a note or parent phone call to school after each absence explaining the reason for the absence or tardiness

Parents are expected to send in a note signed by a parent or guardian or call the school after any period of absence from school. The note or phone call must include:

1. The current date;
2. The actual day or days missed;
3. The reason for the absence.

Attendance/Truancy

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the cause of absence and use of strict guidelines in regard to tardiness and unexcused absences.

When the Board determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school. State law authorizes the Board to require the parent to attend a specified educational program.

This program has been established according to the rules adopted by the State Board of Education for the purposes of encouraging parental involvement in compelling the child's attendance at school.

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" truant.

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 hours in one month or 72 or more hours in a school year.

The parent is required to have the child attend school after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent or the Board, must send notice requiring the child's parent to attend a parental education program.

Regarding "habitual truants", the Board must take an intervention strategy any appropriate action contained in Board policy. Intervention strategies include all of the following actions if applicable:

1. Providing truancy intervention plan meeting state law requirements for any student who is excessively absent from school;
2. Providing counseling for a habitual truant;
3. Requesting or requiring
4. Requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;
5. Notification to the registrar of motor vehicles or
6. Taking appropriate legal action.

The attendance officer provides notice to the parent of a student who is absent without excuse for 38 or more hours in one school month or 65 or more hours in a school year within seven days after the date of the absence triggering the notice. At the time of notice, the District may take any appropriate action as outlined in Board Policy.

EXCUSED / UNEXCUSED ABSENCES

EXCUSED ABSENCE – MAKE-UP WORK:

An excused student absence is an absence with prior permission of the parent/guardian and is within school policy. The student will be allowed an amount of school time to make up assigned work equal to the number of school days missed. The student is responsible for contacting all appropriate teachers regarding missed assignments (for primary students in K, 1, and 2, missed assignments are the joint responsibility of home and school). In general, the classroom teacher will send work home only if the child will be absent more than two days in a row. Please give the classroom teacher 24 hours notice if work is to be picked up for a specified number of days.

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The student may be granted time extensions for make-up work at the discretion of the involved teacher or building administrator. In these cases, the student would be temporarily given the grade of incomplete until this work is completed and submitted.

UNEXCUSED ABSENCE:

An unexcused student absence is an absence with knowledge of parent, but not within school policy.

TARDINESS

The beginning of our school day is extremely important, and we urge all students to arrive on time. Please check the starting time for your child's building. Students who arrive at school after the starting time are to report to the office with a written excuse for the tardiness before going to their classrooms. Tardiness follows the same unexcused guidelines as absences. Leaving the building early, may also be counted as a tardy.

VACATIONS/TRIPS

Families are expected to maintain the integrity of the school calendar. However, the school does understand in special circumstances trips may be necessary during the year. It is the position of the school that assigned homework does not replace the personal instruction of the classroom teacher or the interaction that occurs among students and staff during the normal school day and parents should not expect any work missed by their child to be retaught by the teacher.. Students are to leave the buildings and grounds immediately upon dismissal and go directly home. Students who are absent from school for a trip or family vacation shall be responsible for making up selected assignments as designated by the classroom teacher(s). An appropriate number of days equal to the days taken for the trip will be allotted for the make-up work. In general, teachers, will not be asked to prepare assignments in advance of the trip.

Parents will contact the school at least one week in advance of the scheduled vacation/trip, indicate the time period involved and fill out the vacation permission form. Students/parents should confirm all required assignments immediately upon their return.



Code of Conduct

BUS CONDUCT

Students are expected to follow this handbook's guidelines and Student Code of Conduct while riding any school bus. Pupils may be assigned seats either by the bus driver, the school principal or assistant principal. Pupils must remain seated except when entering or leaving the bus. Bus conduct must not distract the driver or pose a danger to other students on the bus, traffic or people around the bus. Misbehavior that violates the Student Code of Conduct or presents dangers or distractions mentioned above may result in loss of bus privileges.

Students are to ride their assigned buses. Passes to ride another bus will **not** be granted. (Violations will result in denial to ride along with disciplinary action).

BUS REGULATIONS

1. Students are to be ready to board the bus at the scheduled time. Drivers are not required to wait for tardy pupils.
2. While waiting for the bus students must wait at the side of the road in a safe manner.
3. If crossing the road to enter or exit the bus, the student will do so at the instruction of his/her driver, staying 10 feet in front of the bus.
4. Students will enter and exit the bus in an orderly fashion, walk to their assigned seat and remain seated at all times until the bus has come to a complete stop.
5. Quiet talking on the bus is allowed, HOWEVER at intersections and railroad crossings all talking must stop.
6. There will be no eating or drinking on the bus.
7. Smoking is PROHIBITED. Doing so will result in loss of bus privileges for one year.
8. Riders must keep all body parts and objects inside the bus at all times.
9. Abusive language to the driver or fellow passengers will not be tolerated. Students are to be considerate of their actions to others.
10. Students may not tamper with or damage the bus or its equipment. Cost of such damages is to be paid by the student or parents.
11. Animals, arms, ammunition, explosives or other dangerous materials are forbidden on the bus. This also includes guns. The status of questionable items shall be decided by the bus driver.
12. In case of an emergency, students will follow the instructions of their driver.
13. If your child will not be riding the bus on a particular day, please have a family member wave the bus on.
14. Pupils will not be released from the bus except at their scheduled stop without a WRITTEN REQUEST SIGNED BY THEIR PARENT AND APPROVED BY THE PRINCIPAL.
15. Students must keep their hands to themselves.
16. Students are not to throw objects on the bus.
17. Student actions must not interfere with safe operation of bus.

The following are suggested procedures regarding bus discipline:

FIRST VIOLATION - a warning letter will be given indicating the rule that was broken and warning of the loss of up to 3 days of bus privileges for another offense.

SECOND VIOLATION - can result in the suspension of bus privileges for 2-3 days.

THIRD VIOLATION - can result in the suspension of bus privileges for 3, 5, 10 or more days.

FOURTH VIOLATION - can result in the suspension of bus privileges for 10 days, the remainder of the semester or the rest of the year.

If you have any questions you may contact the bus supervisor.

*The administration reserves the right to alter the progression of discipline depending on the severity of the incident.

CAFETERIA RULES

1. Students are expected to treat the lunchroom personnel, supervising teachers, volunteers and each other with respect.
2. Students are to enter and exit the cafeteria in an orderly fashion.
3. Running, pushing and shouting are prohibited.
4. While eating, students are expected to remain seated.
5. Students are expected to leave their eating area clean and orderly.
6. Students are not permitted to play with food or handle any other student's lunch.
7. Students will be dismissed to the playground or classroom by the supervising teacher/aide.
8. Students should have their money ready to hand to the cafeteria personnel.
9. Only non-carbonated drinks and non-breakable containers during lunches.
10. Use the restroom before entering the lunchroom. There will be no leaving without permission.
11. Children are not to borrow money from or loan money to other children.
12. If a child loses a lunch or lunch money, every attempt will be made to contact the parent to bring lunch or money to school. If the parent cannot be reached, the child will be loaned money that must be repaid the next day. The child cannot borrow again until repayment is made.

DRESS GUIDELINES

Students are expected to come to school clean, well-groomed and dressed appropriately. We recognize that proper attire fosters positive behavior and proper demeanor. Clothing and accessories should not be distracting or disruptive and should not present a danger to the student's health or safety. The school does not permit halter-tops, bare midriffs or any top, which does not appropriately cover the upper torso. Extremely short skirts or shorts are also prohibited. Any attire with inappropriate pictures or words and/or reference or promote the use of alcohol, controlled substances, tobacco or drugs is prohibited. Clothing should not disrespect nor discriminate against ethnic, cultural, gender, sexual or religious differences. Hats and other head coverings are not permitted (except for religious reasons) in the building.

Safe and appropriate footwear is highly encouraged at all times. Shoes must be worn at all times in the classrooms and hallways. Shoes with pop out wheels are not allowed. Students may not participate in physical education class wearing sandals, boots or hard soled shoes. Shoes for physical education class must be soft soled.

DISCIPLINE ~ Classroom Rules

Each teacher or team of teachers will develop a classroom discipline plan. The plan will contain class rules with both negative and positive consequences. Rules and expectations for student behavior will be discussed in detail with the students.

GUM CHEWING

Gum chewing is not permitted at school.

PHYSICAL EDUCATION REQUESTS

A written request from the parent/guardian is required for a student to be excused from gym for **ONE DAY**. For an extended absence from gym class, a physician's note stating the reason is required.

PLAYGROUND USE

The use of playground and equipment should be with authorized supervision only from the Sheffield-Sheffield Lake City Schools. The following are general guidelines. The playground monitor(s) may add rules as they become necessary to assure the safety of all children. The monitor(s) may also discipline children who break a rule/guideline:

1. Elementary students are required to go outside during recess and noon period unless it is determined that the weather is too inclement and that all students will remain indoors. The only exceptions to this rule are:

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- a. one day exception based on classroom teacher's permission, one day for entire year exception upon the written request from parent/guardian,
 - b. longer requests or restrictions would necessitate a physician note.
2. Appropriate clothing for outdoor play should be worn by all students. Appropriate outdoor clothing includes boots, warm coats, etc., in cold weather.
 3. The throwing of stones, snowballs, dirt, etc., is never permitted.
 4. No skates, no bare feet, and no use of balls nears windows
 5. Restricted to blacktop areas in wet weather—do not run in water puddles.
 6. Students are to show respect to the adult on duty at all times. Students shall not use obscene, vulgar or profane language or gestures.
 7. No sharp objects are to be carried.
 8. There is to be no fighting or rough games that include tackling, pushing or shoving.
 9. Restroom use with permission of monitor.
 10. Running is not permitted when entering or leaving the building.
 11. Swings and slides are used only in a safe manner. No standing up, lying down or doubling up is permitted.
 12. Students are not to retrieve balls or other items that go outside the playground.
 13. Jumping from the playground equipment is never permitted.
 14. Students are never to re-enter the building or leave the playground without the permission of the person on duty.

RECESS (INDOOR)

1. Pupils should have quiet games or work activity to occupy them.
2. There will be no running, crawling, climbing, chasing, or abusive behavior. No ball games or hide and go seek.
3. Regular school rules apply to indoor recess.

Students will be kept indoors during rainy weather or when the temperature or chill factor is 20 degrees or below. It is important that students be dressed properly for wet or cold weather.

SMOKING

Smoking/vaping is not permitted within any indoor or outdoor facility or on the grounds owned, leased, contracted for, or under the control of the Board of Education by any member of the public, certificated and non-certificated staff, administration, or students or the district. *Pro-Children Act of 1994: P.L. 103-227 Sec. 1042.*

**SHEFFIELD-SHEFFIELD LAKE SCHOOLS
STUDENT CODE OF CONDUCT**

The following actions may result in suspension from school:

NOTE: Each rule in both of the following sections applies in all of the following areas and situations: in a school building, on school property, on Board Of Education-owned vehicles and at Board Of Education-sponsored or supervised activities and fieldtrips.

POLICY 6.25 – STUDENT CONDUCT

A. Code of Conduct

The items in this Code are applicable to misconduct by a student that occurs off the property owned or controlled by the district but that is connected to activities or incidents that have occurred on property owned or controlled by the district, and misconduct by a pupil that, regardless of where it occurs, is directed at a school district official or employee, or the property of such official or employee. The Code is also applicable to all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented or maintained by the Sheffield-Sheffield Lake City Board of Education or property owned, rented or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation or if the act affects the operation of the schools.

This Code shall also be inclusive for the right to exercise authority, and for personal and property protection of administrators, teachers, librarians, clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors or other authorized school personnel.

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Violation by a student of any or more of the following rules of conduct may result in disciplinary action(s), which may include detention, parental contact, referral to legal authorities, emergency removal, disciplinary removal, suspension and/or expulsion. A student may be suspended pending the outcome of expulsion proceedings.

B. ZERO TOLERANCE

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform their conduct/behavior to school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive or inappropriate behavior by its students. In addition, the Board will not tolerate excessive truancy.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to student discipline. The Superintendent is directed to develop student discipline procedures, which establish strategies ranging from prevention to intervention to exclusion to address student misbehavior and truancy.

Students and parents will annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which the students are subject while in school or participating in any school-related activity or event. The information will include the types of conduct which are subject to suspension or expulsion from school and other forms of disciplinary action. The Board directs the administration, through its teaching staff, to carefully review with students the Student Code of Conduct to make them aware of the Code itself and the fact that any violations of the Student Code of Conduct are punishable. The review shall take place during the first few weeks of school (or during a new student's first few weeks of attendance).

If a student violates this policy or the Code of Conduct, school personnel and students should report the student to the appropriate building administrator. Parents may contact the appropriate building administrator if they have information related to, knowledge of or witness to a violation of this policy or the Code of Conduct. In order to reduce repeat offenses, the building principal may meet with a student returning from an out-of-school suspension in excess of five (5) days to discuss, clarify and reiterate the District's expectations concerning the student's conduct/behavior.

The administration cooperates with any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

Adopted March 14, 2000

POLICY 6.25 – STUDENT CODE OF CONDUCT

RULE A – Disruption of school – A student shall not by use of violence, force, coercion, threat, harassment, insubordination or repeated violations of the Code of Conduct disrupt or obstruct the educational program, including lunch periods, as well as curricular and extracurricular activities. Examples of disruption may include unusual dress and appearance, strikes or walkouts, use of stink bombs, the impeding of free traffic to and within the school, the playing of radios and the use of headphones, and the possession of beepers, etc.

RULE B – Damage to School Property, Private Property or Arson – A student shall not cause or attempt to cause damage to school property as it affects the good order and welfare of the school. Examples of school property are: landscaping, athletic facilities, buildings and contents. Examples of private property include: vehicles, buildings and landscaping, clothing or other possessions. Depending on the circumstances, restitution may also be required.

RULE C – Assault – A student shall not cause physical injury or behave in such a way in which could threaten to cause physical injury to school staff, students or visitors while under the jurisdiction of the school. Jurisdiction includes the school day and any school activity. Examples include: hitting, kicking, fighting, throwing objects or running in the halls. The transfer of bodily fluids (blood, saliva, urine, etc) to another individual or any abuse directed toward staff members by students involving any purposeful contact with mal intent, verbal threats to do physical harm to person or property, or the actual commitment of same may result in a 10 day suspension from school and a recommendation for expulsion with the first offense. Should testing to determine the presence of any pathogens be deemed necessary by the school due to the transfer of a bodily fluid, the cost of testing will be born by the person initiating the transfer.

Sheffield-Sheffield Lake Elementary Schools have adopted the following guidelines regarding this aspect of the Code of Conduct: Each will be handled on a case by case basis.

1st offense: 3-5 Days OSS

2nd offense: 5-7 Days OSS

3rd offense: 7-10 Days OSS

RULE D – Dangerous Weapons and Instruments – Students shall not knowingly possess, handle or transit any object that can be reasonably considered a weapon, either on school grounds, during, before or after school hours or off school grounds at any school activity or on a school bus. Such as, but not limited to, guns, knives, lighters, matches and switchblades; also, objects that may be considered “look-alike” and that which may represent a weapon. Included in this prohibition would be the use of chemicals and gases such as Mace.

RULE E – Unauthorized Possession – A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor or employee of the school district.

RULE F – Tobacco – Use of tobacco in any form is prohibited. Display or possession of a lighter, matches, tobacco or smoking materials is prohibited.

RULE G – Alcohol, Drugs and/or Drug Paraphernalia – No student shall possess, deliver, attempt to deliver or cause to be delivered any form of alcohol, drugs, drug paraphernalia, narcotics or non-controlled substances which may be considered to be harmful to the health or morals of themselves or others; this includes steroids. This will include counterfeit controlled substances or “look alike” drugs. A student shall not appear at school or school-related events after having consumed any of the above. (See Section V- Expulsion).

“**Counterfeit Controlled Substance**” is defined in the following ways: (1) any drug or drug container or label that bears a trademark, trade name or other identifying mark used without the owner of the rights of such trademark's authorization; (2) any unmarked or unlabeled substance that is manufactured, processed, packed or distributed by a person other than the person with the legal rights to manufacture, process, pack or distribute it; (3) any substance that is represented to be controlled but is not a controlled substance or is different substance; and (4) any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of similarity in shape, size and color or it's markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.

A controlled substance is defined as a drug, compound, mixture or substance included in Schedule I, II, III, IV or V (Ohio Administrative Code 4729-11). Included in these schedules are narcotics such as amphetamines, depressants and hallucinogens, as well as many other type drugs.

RULE H – Insubordination – A student shall not disregard or refuse to follow school rules, regulations, assigned disciplinary consequences, being disrespectful or reasonable directives given by school personnel. Also, any action judged by school officials to involve misconduct or misbehavior and not specifically mentioned in other sections, will be dealt with as insubordination.

RULE I – Violations of the Law – A student shall not violate any law or ordinance when the student is properly under the authority of school personnel.

RULE J – Frightening, Degrading or disgraceful Acts – A student shall not engage in any acts which frightens, degrades, disgraces or tends to frighten, degrade or disgrace a teacher, student, employee of the school district or visitor by written, verbal or gesturing means. Profanity is considered a degrading act. Public display of affection is not permitted. Examples may include: kissing, hand holding, embracing or any sexual acts or displays that are not appropriate.

RULE K – Truancy and Tardiness – Truancy is prohibited. Truancy is declared when a student is absent from school or any portion thereof without school authorization and parent consent. Tardiness to class is prohibited.

RULE L – Publications and Organizations – Publishing or distributing any printed material, or promoting organizations or joining any club or organization which has not been approved by the Board of Education is prohibited.

RULE M – Forgery, Cheating, Plagiarism and/or Infringement of Copyright Material – Any form of forgery, cheating, plagiarism and/or infringement of copyright material is prohibited. Examples may include the following: use or attempt to use false identification or information to mislead school personnel; taking and using as one's own writings and/or recorded ideas of another.

RULE N – Unauthorized sales – No student shall sell or cause to sell anything during school hours, any time on school property or at school-sponsored events without the prior approval of the building administrators. Depending upon the circumstances, restitution may also be required.

RULE O – Collusion – No student shall assist or aid in any way another student in violating either school rules and regulations or any law or ordinance when either student is properly under the authority of school personnel.

RULE P – Hazing and Bullying – Hazing is prohibited. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does **not** lessen the prohibition contained in this policy.*

It is the policy of the Sheffield-Sheffield Lake Board of Education that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member or other employee of the school district shall encourage, permit, condone or tolerate any hazing activities. No student,

including leaders of student organizations, shall plan, encourage or engage in any hazing. Administrators, faculty members and all other employees of the school district shall be particularly alert to the possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. Administrators, faculty members, students and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable to civil and criminal penalties in accordance to the Ohio law. In addition, this policy shall be incorporated into building, staff and student handbooks and shall be the subject of the discussion at the employee staff meetings or in-service programs. Ohio Revised Code 2307.44 or 2903.31. Bullying is an intentional written, verbal, or physical act that a student or group of students has exhibited toward another particular student more than once and the behavior causes both mental and physical harm and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. (BOE policy: JFCF)

RULE Q – Extortion – A student shall not engage in any action or threat that forces or attempts to force a person to pay money, or give material possessions or property, or to perform services that are not due to him/her.

RULE R – Student Use of Transportation Vehicle – A student shall not misuse a transportation vehicle while on school property or at school activities off school property. Examples of misuse include: speeding, unauthorized occupancy, reckless operation and illegal parking.

RULE S – Possession of a Firearm – A student shall not possess or bring a firearm to a school operated by the Board or on to any other property owned or controlled by the Board, to an Interscholastic Competition, an extracurricular event or any other school program or activity.

Firearm has the same meaning as provided pursuant to the "Gun-Free Schools Act of 1994." At the time this policy was adopted, the above referenced statute defined a firearm as any weapon (including a starter gun) which will, is designed to or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. A firearm does not include: an antique firearm; a rifle that the owner intends to use solely for sporting and recreational or cultural purposes; any device that is neither designed or redesigned for use a weapon; any device, although originally designed as a weapon, redesigned as a signaling, pyrotechnic, line throwing, safety or like device, surplus ordinance, sold, loaned or given by the Secretary of the Army or Class C common fireworks. If the definition of a firearm as provided by the "Fund Free Schools Act of 1994" changes, then the definition set forth in this policy shall automatically change to conform to it.

RULE T – Possession of a knife – A student shall not possess or bring a knife to school operated by the Board, to an Interscholastic Competition, an extracurricular event or any other school program or activity. Knife, for the purposes of Board Policy, is defined as a cutting instrument consisting of a sharp blade or edge. Knife does not include scissors, wire cutters or other similar tools determined by the Superintendent to be necessary in the school setting at a particular building or grade level, if used only for the necessary purpose.

RULE U – Inappropriate Use of Electronic Media – A student shall not commit an act that is illegal or misuse any electronic equipment including computers. Misuse may include, but is not limited to: the damage to computer equipment, files, peripheral devices and computer networks; copyright violations; unauthorized use of equipment; the downloading or transmission of inappropriate materials; the unauthorized accessing of computers, sites or information databases or unauthorized storage of personal files; and any act that causes physical, financial harm or otherwise disrupts information technology.

RULE V – Bomb Threats – A student may be expelled from school for a period of up to one (1) year for making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat. Any expulsion may extend as necessary into the school year following the school year in which the incident giving rise to the expulsion takes place.

RULE W – Harassment and Bullying– Student harassment is prohibited at school and at school activities. Harassment is defined as any intimidation or abusive behavior toward a student that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services or opportunities in the school's programs. Harassing conduct may take many forms, including verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, and conduct that is physically threatening, harmful or humiliating. Racial/ethnic harassment may be any behavior, verbal, or physical which is imposed by a student, because of race or ethnic background, which is intimidating, offensive, abusive, threatening or unwelcomed and which causes or contributes to a racially/ethnically hostile environment.

Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating threatening or abusive educational environment for the other

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students. Cyber-bullying is the act of harassment that takes place via some method of technological media on school grounds. Additionally, 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. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above. (BOE policy: JFCF)

RULE X – Abuse of Personnel – No student may verbally or physically abuse school personnel at any time, on or off school property. Also, no student may damage and destroy property owned by school personnel at any time, on or off school property.

RULE Y – Inappropriate Acts or Excessive Horseplay – Any inappropriate behaviors which are deemed serious by an administrator or designee due to the nature or repetition of the act or excessive horseplay including but not limited to horseplay with bodily contact.

SCHOOLS RIGHT TO SEARCH

The teachers and administration of the elementary schools reserve the right to check students' lockers, desks, or personal property brought upon school grounds for reasons of health, safety or violations of school or civil laws. The school urges students not to leave money or valuable items of personal property in their desks, lockers or cubby areas.

SCHOOL RULES/STUDENT CONDUCT

Most students are never referred to the office for misbehavior, misconduct or a violation of district policy or school rules. It is expected that all students conduct themselves in ways that demonstrate respect for themselves, others and the environment. Clearly students are expected to make wise choices and good decisions that conform to school/district regulations and the reasonable directives/requests from authorized school personnel. The school/district policy is in effect at school, to and from school, during extracurricular activities and special events, and when in any form of contact/communication with a school district employee.

A student who fails to comply with policies and rules is subject to disciplinary action including, but not limited to, suspension, expulsion and denial of privileges. Repeat violations are subject to more severe consequences, and major violations may result in the involvement of the Lorain County Juvenile Court and/or the local police department(s), long term suspension and/or expulsion. Explanations of "just joking," satire, sarcasm, "was not intended," etc., do not avoid consequences or discipline.

<p>Level 1 Behaviors</p> <p>Pushing/Kicking/Hitting Spitting Gossiping/Spreading Rumors Embarrassing or making someone look foolish. Mocking or mimicking Name-calling Dirty Looks Taunting Teasing about clothing or possessions Threatening to reveal personal information. Graffiti Publicly challenging to do something. Defacing property or clothing Playing a dirty trick</p>	<p>Level 1 Consequences</p> <p><i>May include the following consequences:</i></p> <ul style="list-style-type: none"> • Making amends • Class meeting on topic • Loss of privileges • Parent notified • In-house suspension (Student assigned for all or part of the day to another classroom with work to do.) <p>Pattern of Level 1 offenses may result in consequences for Level 2 offenses and referral to intervention services.</p>
<p>Level 2 Behaviors</p> <p>Defacing property Stealing Demeaning physical acts that are not physically harmful. Ethnic slurs Setting someone up to take the blame Humiliating publicly Excluding from group Social Rejection Teasing about appearance Intimidating phone calls or text messages Taking possessions (lunch, clothing, toys) Extortion Sexual or racial taunting</p>	<p>Level 2 Consequences</p> <p><i>Parent contacted and may include one of following consequences:</i></p> <p>Loss of privileges (progressively more severe than Level 1) Making amends:</p> <ul style="list-style-type: none"> • Repairing, cleaning, or replacing item (natural consequence) • Writing a report on the topic (race, theft, defacing property) • School or community service or monetary retribution. <p>In-house suspension (Student assigned for all or part of the day to another classroom with work to do.) Referral to one-on-one or small group intervention sessions Short-term suspension</p> <p>Pattern of Level 2 offenses may result in consequences for Level 3 offenses.</p>
<p>Level 3 Behaviors</p> <p>Physical violence/Inflicting Bodily Harm Threatening with a weapon Maliciously excluding Manipulating social order to achieve rejection Malicious rumor spreading Threatening with total isolation by peer group Verbal threats of aggression against property or possessions Verbal threats of violence or of inflicting bodily harm. Threats of using coercion against family or friends Coercion</p>	<p>Level 3 Consequences</p> <p><i>Parent conference with teacher and principal and may include one of the following consequences:</i></p> <p>Student behavior plan (for example, contract, function behavioral analysis) Referral to one-on-one or small-group intervention sessions. In-house suspension (Student assigned for all or part of the day to another classroom with work to do.) Out-of-School Suspension Expulsion from school or school district</p> <p>Criminal behavior will be referred to law enforcement for further action.</p>

POLICY 6.47 – EXTRA CURRICULAR PARTICIPATION

The Board of Education encourages students to participate in extracurricular activities. However, participation in extracurricular activities is a privilege, not a right. Students who participate in such activities are expected to conduct themselves in the same manner as is expected of the students if he/she were in Math or English class during the regular school day or participating in any other school-sponsored activities. The Student Code of Conduct and the conduct which it prohibits are incorporated by reference.

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This policy is in addition to the policy governing the suspension, expulsion or emergency removal of students from school, in accordance with policy 6.23. The scope of this policy is limited only to the removal of a student from any particular or all extracurricular activities. In those instances in which a student is suspended or expelled from school, those policies adopted in accordance with Ohio Revised Code 3313.66 and 3313.661 are to be followed.

A student may be prohibited from participating in a non-athletic extracurricular activity for any prohibited conduct engaged in by the student during the school year. A student may be prohibited from participating in an athletic extracurricular activity for any prohibited conduct engaged in by the student during the season, including per-season practices and post-season activities in which the student is engaged to prepare for his/her participation in the athletic program.

A student may be prohibited from participating in any or all extracurricular activities of the School District for a period of up to one (1) calendar year by the Superintendent, principal, assistant principal or person employed to supervise a particular extracurricular or pupil activity program. Only the Superintendent, principal or assistant principal may prohibit the student from participating in multiple extracurricular programs. For instance, the coach of the football program is only permitted to prohibit the student from participating in football. The football coach could not also prohibit the student from participating on the debate team for engaging in conduct prohibited under the Student Code of Conduct.

Prior to removal of the student from participation by the supervisor of a particular activity, the supervisor must provide the student with an opportunity to appear at an informal hearing before the supervisor to challenge the reasons for the intended removal. If, following the hearing, the decision is made to prohibit the student from participating in the activity, the supervisor shall provide written notice to the student, his/her parents, guardian or custodian and the building principal of the duration of and the reason(s) for the removal. A student may appeal the decision of the person supervising the extracurricular activity to prohibit the student's participation in a particular activity to the building principal. Upon receipt of a written notice of appeal, the principal shall inform the student and parents, guardians or custodians of the date and time of the appeal hearing which should be held no later than ten (10) days after the receipt of the appeal. The building principal's decision is final and may not be appealed.

Prior to removal of the student from participation in a particular or all extracurricular activities by the Superintendent, principal or assistant principal, the student must be provided with an opportunity to appear at an informal hearing before the administrator to challenge the reasons for the intended removal. If following the hearing the decision is made to prohibit the student from participating in a particular or all extracurricular activities, the administrator shall provide written notice to the student, his/her parents, guardian or custodian, and the building principal of the duration of and the reason(s) for the removal. The decision of the principal, assistant principal or Superintendent to prohibit a student's participation in a particular or all extracurricular programs in the District is final and may not be appealed.

Adopted March 14, 2000

POLICY 10.11 – DANGEROUS ORDINANCE

No person shall knowingly convey or attempt to convey any deadly weapon or dangerous ordnance into a school safety zone.

No person shall knowingly possess a deadly weapon or dangerous ordnance into a school safety zone.

No person shall knowingly possess an object in a safety zone, if both of the following apply:

1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired; and
2. The person indicates that the person possesses the object and that it is a firearm or the person knowingly displays or brandishes the object and indicates that it is a firearm.

This policy does not apply to officers, agents or employees of this or any other state of the United States, or to law enforcement officers authorized to carry deadly weapons or dangerous ordnance and acting within the scope of their duties. Nor does policy apply to any security officer employed by the Board during the time that the security officer is on duty pursuant to his/her contract of employment or to any other person who has written authorization from the Board to convey deadly weapons or dangerous ordnance into a school safety zone, possess a deadly weapon or dangerous ordnance in a school safety zone and who conveys or possesses a deadly weapon or dangerous ordnance in accordance with that authorization.

Violation of this policy by an employee of the Board will result in disciplinary action up to and including termination and/or criminal prosecution.

Violation of this policy by a student of the District will result in disciplinary action as provided in the Board Policy Manual and/or criminal prosecution.

ORC 2923.122 Effective March 14, 2000

Suspension, Emergency Removal and Expulsion—Major disciplinary actions, such as suspensions, emergency removal and expulsion, are used in the most serious disciplinary cases. While it is legally possible for the school or his/her designee to suspend a student for up to ten (10) days, or to remove a student for a period of time, only the Superintendent of Schools has the authority to expel a student from school.

Procedures for Suspension – The principal or assistant principal will give written notice to the pupil of the intention to suspend and the reasons why. The student will have an opportunity to appear at an informal hearing before the principal or assistant principal to challenge the reasons for the intended suspension, to produce witnesses, or otherwise explain his/her actions. If the student is to be suspended, he/she will be told of the suspension and its length.

The parent/guardian shall be notified of the suspension by telephone, if possible. An official notice of the action will be given or mailed to the parent/guardian within 24 hours of the suspension. This notice must include the reason(s) for the suspension, the right of the student and parent/guardian to appeal the decision within three (3) to five (5) days, the right to be represented at the appeal, and the right to request that the hearing be held in private.

The parent/guardian, together with the student, may be requested to come to school for a conference with the administrator. This conference shall in no instance be later than the date the student is scheduled to re-enter school.

Out-of-School-Suspension -- When a student is under out-of-school-suspension, he/she is to remain at home under the supervision of his/her parent/guardian during the regular school hours. He/She is not to be on the school premises, or to attend any school function or activity, regardless of its location during the days of the suspension. These restrictions are in effect until the student returns to school and is reinstated by the principal or assistant principal. Any violation of these suspension rules will result in further disciplinary action. No academic credit may be earned during the days missed due to an out-of-school suspension.

Saturday Alternative to Out-of-School-Suspension – This alternative to out-of-school-suspension may be offered (if available) at the discretion of the principal or assistant principal for violations of Section One of the Code of Conduct.

Transportation to the “alternative” is the responsibility of the student. The validity of any absence will be determined by the principal or assistant principal. The Saturday Alternative will be held on Saturdays from 9:00 a.m. until 12:00 p.m. In the event that the rules governing behavior while at the program are violated, that day plus any remaining days will be served out of school.

This program is intended in some cases as an alternative to being suspended out of school. Acceptance of this alternative does not negate the fact that a suspendable offense has been committed and that the suspension has been documented. The normal due process procedures relating to suspensions (as described above) will be followed.

Attendance at these Saturday morning sessions may also be assigned, at the discretion of the building administrators, as a detention study period for violators of building rules when suspension is not appropriate.

Extracurricular Student Behavior Rules – Students who participate in extracurricular activities may be required to follow additional, and possibly more stringent, rules as a requirement of participation. If it should be necessary to deny or terminate the participation of a student from a membership activity, (e.g., club, athletic team), an informal hearing will be held with the student. However, a student may be denied participation in non-educational events, (e.g. dances and parties, as a spectator), when membership is not required for participation. In these cases, denial may be used as a disciplinary consequence.

Employee Rights and Protection – Whether on or off school property, or whether or not participating in a school-sponsored event, a student who violates school rules or civil or criminal law is subject to school discipline.

PUBLIC DISCLOSERS

Right to Access of Permanent Records

Federal Statute (The Family Rights and Privacy Act of 1974, as amended) provides parents (or legal guardian) the right to inspect and review the education records of their child. Parents may make a request for an appointment with the appropriate school administrator or counselor to review their child's school records.

Nondiscrimination Policy

It is the policy of the Sheffield-Sheffield Lake City School District that no student or other individual shall be denied admission to the school district or to a particular course, instructional program, activity or be otherwise

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discriminated against for reasons of race, color, religion, national origin, sex, disability or handicap, age or any other basis of unlawful discrimination. The Sheffield-Sheffield Lake City School District is an equal opportunity employee.

Please contact the following offices if you have any concerns, questions or need information pertaining to:

Nondiscrimination on the basis of sex:

Title IX Coordinator

Dick Kerschbaum

Brookside High School

440-949-4212

Nondiscrimination on the basis of race, color, national origin, religion or disability:

Title VI Coordinator/Section 504 Coordinator

Mariah Hall

Special Education Coordinator

440-949-4211

Non-authorized Persons on School Premises Non-authorized persons should not be in the school building or on the school premises at any time without specific authorization of the school building administrator. Teachers are obligated to inform the administrator of an intruder. Any non-authorized personnel in the building or on the school premises will be requested to leave the school premises, and if his/her activities or actions disrupt the orderly operation of the school, discipline or scholarly atmosphere, he/she may be subject to prosecution.

Visitor's Trespass Law

In accordance with Section 2917.211 of the Ohio Revised Code, Non-authorized personnel shall not be in school buildings or on school grounds without the express permission of the Sheffield-Sheffield Lake Board of Education or its authorized agents. All visitors must sign in and out and report directly and immediately to the Main Office to register and obtain a visitor's permit or to the Attendance Office to sign their child in and out of school. Whoever violates this section of the code is subject to a fine, imprisonment or both.

A. Non-authorized persons include:

1. Students not assigned to that specific building.

2. Any person not an employee of the Sheffield-Sheffield Lake

B. School administrators may enlist the aid of the Police Department to have any non-authorized persons removed.

C. Parents are welcome to visit the school and school personnel in accordance with the Board of Education Policy and building procedures.

D. Procedures dealing with non-authorized persons are reasonable and are nondiscriminatory and non-arbitrary.



Medical Information

COMMUNICABLE DISEASE INFORMATION

The district has a contract with the Lorain County General Health District to provide school nursing services. The school has little space for accommodating students who become ill during the school day. It is absolutely essential that parents make sure that arrangements are made and communicated to the school in the event that a student is too sick to remain at school. Students will be sent home if any of the following symptoms are present:

1. Fever of 100 degrees and/or a lower temperature accompanied with complaints of headache, stomachache, or diarrhea.
2. Nausea and/or vomiting.
3. Skin rash not seen by a doctor.
4. Excessive coughing.
5. Reddened eyes not seen by a doctor.

The following recommended guidelines should be observed:

1. Keep your child at home when ill. Children cannot learn at full capacity if ill and most illnesses are of shorter duration if recognized and treated early.
2. Colds, fever, rash, reddened eyes, or other signs may indicate a communicable disease. These should be checked by a physician before sending the child to school.
3. If your child has a high fever and/or vomiting, allow 24 hours of normal temperature and no vomiting/diarrhea before sending the child back to school. Certain effects of illness remain after the temperature is normal.
4. Report all cases of chicken pox, head lice, and contagious diseases to the school.
5. Students with fractures, serious illnesses, recent surgeries, and chronic conditions that restrict physical activity must obtain written consent from a physician to participate in physical education classes.
6. Students returning to school after a hospitalization due to injury or illness must obtain a note from a physician indicating that the student is able to return to school (i.e., not contagious) and should state any accommodations needed during the school day (i.e., shortened day).

The school has a vital role in the control of communicable diseases. Following local and state guidelines, students will be excluded during the period for communicability and/or until appropriate treatment by a physician has been received.

School Policies on Communicable Diseases

Chicken Pox - Students may return after seven days including weekends, if all scabs are dry. Other school aged children in the family may attend school if they are well.

Conjunctivitis (Pink eye) - Students are excluded from school until 24 hours of antibiotics (if prescribed) and discharge has ceased.

Fifth Disease - Students may return after diagnosis and fever-free for 24 hours.

Head Lice - Please notify the school immediately if your child has lice. Students will be excluded from school until treated and free of all nits/eggs. The school nurse will check the student's hair before he/she may return to the

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classroom. Treat head lice (with a prescription shampoo from your physician) or with an over-the-counter treatment recommended by your pharmacist.

Impetigo - Students are excluded from school until released by physician or under treatment and lesions begin to heal.

Infectious Hepatitis - Students may return to school after the doctor's release, but not before seven consecutive days from the onset of jaundice.

Mononucleosis - Consult a physician. Students will be excluded if fever is present, systematically ill, or on physician's advice.

Ringworm - Students will be excluded until under treatment.

Scabies - A physician must be consulted for treatment. Students are excluded until treated.

Scarlet Fever, Scarletina, or Strep Throat - Students may return 24 hours after the treatment has been started and are fever-free for 24 hours.

Eye Screenings: Children attending Sheffield-Sheffield Lake School District in grades K, 1, 2, 3, 5, 7 and 9, routinely receive eye screenings by a registered nurse sometime during the school year. Typically, screening occurs in the fall and early winter, but due to classroom schedules screening may occur later in the school year. School screenings are designed to detect visual problems, such as, near and far sightedness and "lazy eye". If a child fails the school screening the school nurse will notify a parent.

It's extremely IMPORTANT to note that not all eye problems will be detected by the school screening or even in a pediatrician's office. Thus, all school age children should have periodic professional eye examinations by an eye specialist. The best time to start taking your child to an eye specialist is before your child enters kindergarten and then on a periodic basis as determined by his/her eye specialist. This is the best and only way to totally evaluate a child's vision. Please contact the school nurse if you have any questions or concerns.

CONTAGIOUS DISEASES/INFESTATION

Section 3313.67 of the Ohio Revised codes states that Boards of Education shall adopt rules and regulations governing students on school premises with contagious diseases or infestations. The Sheffield - Sheffield Lake Board of Education outlines administrative procedures to follow concerning contagious parasitic pediculosis [lice], ringworm, scabies, etc.) and bacterial/viral (pink-eye, measles, mumps, hepatitis, mononucleosis, etc.) conditions. In any suspected cases, the parent will be contacted and the student isolated until taken home. (A procedural letter will be given to the parent, and the student may not return to class until the bottom portion is completed by his/her physician and returned to the school office.) A general screening of the classroom in which the child had close proximity may also result and those parents notified of a possible outbreak. This process can be limited to one classroom or may be expanded to include the entire school. If the condition continues to be a recurring one, the County Health Department will be notified.

EMERGENCY MEDICAL AUTHORIZATION FORM

The Emergency Medical Form is distributed at the beginning of each school year. Parents or guardians are to fill out this form and return it to school promptly.

The purpose of the form is to make it possible to authorized the provision of emergency treatment for children who become ill or injured while under school authority when parents or guardians cannot be reached to give consent for treatment. Such authority is necessary to overcome legal obstacles to the provisions of such treatment when attempts to reach the parent/guardian have failed. If you **DO NOT** wish emergency treatment for your child, you may state this on the second part of the form.

HEALTH SERVICES

MEDICATION - ADMINISTERING TO STUDENTS

The policy procedure and permission form for students to self-medicate or staff to administer medication to students is available in the school office. Please call the school for additional information.

ILLNESS/INJURY

If your child becomes ill, temperature of 100 degrees or more or vomiting or is injured, you will be called to take your child home. Please be sure we have an emergency phone number to call in case you cannot be reached. The office is to be used **ONLY** for emergency first aid treatment. Injuries received at home are to be treated at

home or by a family physician. Please keep your child home if he/she shows signs of any infectious disease to prevent others from catching it.

IMMUNIZATION REQUIREMENTS

In order to attend school your child must have completed the following immunization requirements, according to Ohio law, *Sections 3313.671 and 3701.13* of the Ohio Revised Code:

- Four (4) immunizations against Diphtheria, Pertussis (Whooping Cough) and Tetanus. These are combined in one injection. (DPT). If these were given before the 4th birthday then a fifth shot will be needed.
- Three (3) immunizations against Poliomyelitis (Polio). If these were given before the 4th birthday then a fourth one will be needed.
- Two (2) Measles, Mumps and Rubella (German Measles) vaccine. The first MMR received after the first birthday and second before kindergarten entrance.

Effective January 1, 1999, all children entering kindergarten shall be required to provide evidence of having received a three dose series of Hepatitis B vaccine.

A Tuberculin skin test to determine if your child has been exposed to tuberculosis is highly recommended, but not required.

According to section 3313.671 of the *Ohio Revised Code*, on the 15th day after school entrance, it will be necessary to exclude all pupils from school who do not meet the requirements.

Medical authorities and school educators urge that every child have a medical examination before entering school in order that defects, if present, may be corrected and the child physically ready to accept all of the advantages which education has to offer.

Since the school nurse is required to check the records of all new entrants, for compliance with immunization requirements, please have any deficits corrected immediately.

NOTE: Exceptions are provided under the law. This can be discussed with the school nurse.

MEDICATION AND PRESCRIPTION DRUG POLICY

When possible, administration of medication to students should be scheduled outside of school hours.

However, if special circumstances require the administration of medication during school hours, prescription and nonprescription medication will be given. Medication taken by elementary students in school will be given by authorized staff members.

All administration of medication (prescription or over the counter) at school requires written permission from the parents and the physician. Forms for this permission are available from the school nurse, building secretary, or online on the district website and **MUST** be completed by the parent, physician, and building administrator. If the medication is to be given on a continuing basis, the forms are to be renewed annually. All requests for the administration of medication must include the original container with the name of the medication, dosage, time it is to be given, any possible side effects, and the expected duration of the medication.

The parent is responsible for providing the medication in the original container, transporting it to school, picking up any remaining medication at the end of the medication period or end of year, and notifying the school of any change in the original prescription or change in the prescribing physician.

NURSE

A nurse is available in the district. Parents wishing to contact her should contact the building office. Vision and hearing checks are done in grades K, 1, 3, and 5. Parents are notified if a problem is suspected.

Vision: K,1,3,5,7,9 Hearing: K,1,3,5,7,9

PERMANENT RECORDS - RIGHT OF ACCESS

It is the belief of the Sheffield-Sheffield Lake School Board of Education that accurate and complete records should be maintained for all students. It is also the intent of the Board of Education to protect the confidentiality rights of all students and their parents as stipulated in the *Family Educational Rights and Privacy Act (PL 93-380)* and *Sections 3317.031, 3319.32, 3319.321 and 3321.12 of the Ohio Revised Code*. *Federal Statute (Family Rights and Privacy Act of 1974)* as amended provides parents or legal guardians the right to inspect and review the education records of their children. Parents may make a request in writing or call for an appointment with a school administrator for a review of their child's records.



Transportation

ALTERNATIVE DROP-OFF and PICK-UP LOCATIONS

The Board recognizes that transportation to alternative drop-off and pick-up addresses may sometimes be necessary. Transportation to said addresses must be approved in writing by the Superintendent or his/her designee prior to the school year. Transportation to alternative drop-off and pick-up locations must be consistent in nature. Students may not use alternate addresses on varying days.

Prior to approval, the administration is required to give consideration to the adequate availability of seating on the school bus as well as location to a regularly scheduled bus stop.

Alternative drop-off and pick-up addresses must adhere to the Board of Education policy regarding distance from school building of attendance.

Students who are eligible for alternative drop-off must be currently within the guidelines of school transportation (distance requirements). This policy is not intended to enable a student to begin transportation nor circumvent any other transportation policies.

BIKE RIDER RULES

Students are permitted to ride bikes to school with parent permission. It is suggested students have some type of lock for the bike. Students must park the bike in the appropriate location. Students must not ride the bike on the playground or the parking lot during recess. **THE SCHOOL ACCEPTS NO RESPONSIBILITY FOR DAMAGED OR STOLEN BIKES.**

PARKING LOT/STUDENT PICK UP PROCEDURES

Parking and stopping are permitted only in the designated areas around each school. Because of the congestion that can develop around dismissal time, each building has established its own traffic pattern for picking up children. Please consult your individual building for the procedure.

SUPERVISION OF STUDENTS

The school is directly responsible for supervision of students only while they are on school property (school buses are considered school property) and during the hours of their respective school day.

The school will cooperate with parents in stressing the rules of safety to and from school and will assist with discipline problems that occur between home and school when possible. However, misbehavior that occurs off the school property is a police matter.