Euclid City Schools
Elementary School Discipline Code Book

2026-2027

Greetings from the Administrators of the Euclid Elementary Schools

Dear Students,

Welcome to your elementary school! We are happy to have you here and look forward to helping you have a memorable, productive, successful and exciting school year.

This handbook will answer many of the questions you may have about the activities, rules, and policies at school. We ask that you please review it with your parents so you are prepared to do your best in school. We hope that you will find it helpful throughout the year.

Sincerely,
Mrs. Lawanda Prettyman, Principal Arbor Elementary
Mrs. Cherree Mason, Principal Bluestone Elementary
Mrs. Deana Stinchcomb, Principal Chardon Hills Elementary
Mrs. Mary Thomas, Principal Early Learning Center
Mrs. Shateema Walker, Principal Shoreview Elementary

District Motto

The Euclid City School District is committed to Achievement through:

Every Student —Every Lesson——-Every Day

Mission

From pre-kindergarten through senior year, the Euclid City School District will provide an excellent education to our students and serve as an asset to our community. Our graduates will emerge from their high school experiences with college credit and/or industrial certifications.

Vision

The Euclid City School District, through collaboration with families, community and businesses, will create an individualized, innovative, and effective learning environment in which all students will strive for academic success and holistic well-being.

Revised 5/2024

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School Hours

(Arbor, Bluestone, Chardon HIlls, Shoreview)
Classes begin at 8:00 a.m.
Students are released at 2:45 p.m.

(Early Learning Village)
Classes begin 8:30
Students are released at 3:30 p.m

Euclid City School District Website – www.euclidschools.org

Euclid Safe School Helpline – 1-877-317-7710

See Something Say Something - 216-797-STOP

Euclid City School Calendar 2025-2026

Monday, August 17, 2026	First Day of School
Thursday, August 20, 2026	Open House (Elementary)
Monday, September 7, 2026	Labor Day - School Closed
Thursday, September 3, 2026	Open House ELV
Wednesday, September 30, 2026	District In-Service - School closed
Friday, October 9, 2026	NEOEA DAY – School Closed
Friday, October 16, 2026	End of 1st Grading Period
Thursday, October 22, 2026	Parent Teacher Conferences (Elementary)
Tuesday, November 3, 2026	District In-Service - School closed
Thursday, November 5, 2026	Parent Teacher Conferences (ELV)
November 25-27, 2026	Thanksgiving Break - School Closed
Friday, December 18, 2026	End of 2nd Grading Period/ First Semester Ends
December 21, 2026- January 1, 2027	Winter Break -School Closed
Monday, January 4, 2027	Classes resume/Second Semester Begins
Monday, January 18, 2027	Martin Luther King Jr. Day - Schools closed
Thursday, January 28, 2027	Parent -Teacher Conferences

	(Elementary)
Thursday, February 4, 2027	Parent - Teacher Conference (ELV)
Friday, February 12, 2027	Schools Closed
Monday, February 15, 2027	President's Day - Schools Closed
Friday, March 12, 2027	End of 3rd grading period
Friday, March 19, 2027	District In-service closed
March 22-26, 2027	Spring Break
Monday, March 29, 2027	Classes Resume
Monday, May 17, 2027	District Inservice - Schools Closed
Thursday, May 27, 2027	Last Day of School for Students/End of 4th Grading Period
Friday, May 28, 2027	Last Day of Schools for Teachers

School Procedures and General Information

Absence Policy for Students

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

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

State law recognizes seven reasons for excused absence from school:

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

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

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

The Euclid Board of Education does not believe that students should be excused from school for non-emergency trips out of the district. Children, who are taken out of school for trips or vacations, will not be given permission to do so by the school. The responsibility for this will rest with the parents, and they must not expect any work missed by their child to be re-taught by the teacher. However, if the school is notified at least five days in advance of such a trip, every effort will be made to prepare a general list of assignments for the child to do while he/she is absent.

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

By following four very simple rules, students can influence the school climate positively. These are referred to by all of our schools in our district as The Euclid Way:

1. Arrive on time to school and to every class

2. Be respectful; follow adult directions the first time given.
3. Make peaceful choices; keep your hands and feet to yourself.
4. Follow our school district's dress code.

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

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

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

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

Definition

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

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

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

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

In evaluating whether conduct constitutes "harassment, intimidation, or bullying," special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

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

Complaint Process

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

Formal Complaints

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

Informal Complaints

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

Anonymous Complaints

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

Appropriate Restraint

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

Bike Helmets

To comply with the city of Euclid's bicycle helmet ordinance and reduce the number of bicycle-related head injuries, all students are required to wear a bicycle helmet while riding to and from school and when riding on school property.

Classroom Birthday Celebrations

Classroom birthday celebrations, including cupcakes, drinks, decorations, or

Parent visits are not permitted due to the importance of preserving instructional time. However, families may send in or drop off prepackaged, non-perishable treats to the office. These treats will be placed in students' backpacks to take home. The school will acknowledge student birthdays with a verbal recognition and a small birthday trinket.

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

Cafeteria

Breakfast and hot lunches are available in the school cafeteria at no cost to families.

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

Change of Information

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

Clinic

Please call the clinic before 8:00 to report an absence.

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

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

Computer Use

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

Electronic Devices and Toys

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

Emergency Procedures

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

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

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

Exams

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

Fees and Fines

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

Field Trips

Students may participate in field trips as part of their regular academic program. Students are responsible for returning signed permission forms. Failure to do so may mean that the student will not be able to participate and will not receive academic credit for that activity.

All school rules apply during field trips. The administration may place restrictions on any student's participation on the field trip when, in the administrator's judgment, it is not in the best interest of the child or of his classmates to attend such an activity.

Grading Guidelines

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

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

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

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

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

Honors

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

- **Homework** - This award recognizes students who turned in all their homework on time this grading period. They have had no missing or late homework assignments.

- **BUG Award -** This award will begin the second grading period. It recognizes students for **B**ringing **U**p **G**rades! To earn this award, students must bring up their letter grade in at least one academic subject without letting any other grades drop.

- **Merit Roll*** - Achieving a 3.0 G.P.A. for the quarter across the curriculum

- **Honor Roll*** - Achieving a 3.5 G.P.A. for the quarter across the curriculum

- **Perfect Attendance** - This award recognizes students who had zero absences, zero early exit, and zero days tardy for the quarter.

- **Distinguished Honor Roll*** - Achieving a 4.0 G.P.A. for the quarter across the curriculum

- **All Year Distinguished Honor Roll** - This award will be given at the end of the school year to any student who earned As in all academic subjects all school year!

Infinite Campus

Students and parents can access a variety of important information through Infinite Campus, such as grades, attendance, assignments, and more. Infinite Campus can be accessed through the Euclid Schools homepage (www.euclidschools.org) using your browser or you can use the mobile app, Infinite Campus Mobile Portal. All parents will receive a letter with important login and account information prior to the start of the new school year. Please contact your child's school counselor or administrator with questions or for assistance.

Outdoor Recess Policy:

Students will stay inside if the temperature is below 15 degrees Fahrenheit, including the wind chill.

- Students with medical conditions need to provide a medical excuse if they need to stay in at a higher temperature.
- The principal can use discretion when the 'feels like' including windchill reaches 20 degrees.

Parent -Teacher Conferences

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

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

Physical Education Dress Requirements

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

Promotion and Retention Standards

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

PTA

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

Student Progress and Report Cards

Parents have access to their child's progress throughout all quarters by accessing the parent portal of Infinite Campus. Students receive report cards at the end of each nine-week grading period. The report cards are sent home with students for the first three quarters. The final report cards are mailed home. The report cards inform parents and students of the student's academic progress, social development, and work habits.

Student Records

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

Transportation

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

Visitors

For the safety of our students and staff members, all visitors to the school are required to report to sign-in at the main office, discuss the reason for their visit, and obtain a visitor's pass. The pass must be worn at all times when visitors are in the building. As appropriate, visitors may be escorted to a room for a conference or may meet with their child or a specific staff member in the office. Visits/meetings must be pre-arranged with the

classroom teacher or principals with at least a 24-hour notice. ***At no time may a visitor go to a classroom without an appointment and permission.***

Student Codebook

Absence Policy for Students

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

State law recognizes seven reasons for excused absence from school:

8. Personal illness of the student
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10. Death of a relative
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5. Arrive on time to school and to every class
6. Be respectful; follow adult directions the first time given.
7. Make peaceful choices; keep your hands and feet to yourself.
8. Follow our school district's dress code.

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

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

Attendance - House Bill 410 Requirements

It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts often can directly impact their students' attendance. By using data to identify and support students who may need extra support and services, districts can target supports to get students to school every day. In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Beginning with the 2017-2018 school year, several changes take effect. Schools cannot suspend or expel students for missing too much school. Districts will amend or adopt policies that outline the district's interventions and plan for students who miss too much school. Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including but not limited to: • Notification of student absence to parent or guardian; • Development and implementation of an absence intervention plan, which may include supportive services for students and families; • Counseling; • Parent education and parenting programs; • Mediation; • Intervention programs available through juvenile authorities; and • Referral for truancy if applicable. Updated district policies and procedures should reflect the following changes.

DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES
1. Chronic truant is removed from the law; 2. Definition of 'habitual truant' changed from days to hours. The new definition is: a. Absent 30 or more consecutive hours without a legitimate excuse; b. Absent 42 or more hours in one month without a legitimate excuse; c. Absent 72 or more hours in one year without a legitimate excuse. 3. Includes 'excessive absences': a. Absent 38 or more hours in one school month with or without a legitimate excuse; b. Absent 65 or more hours in one school year with or without a legitimate excuse.

Where Do School Rules Apply?

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

1. While in the school, on the school grounds or in sight of school premises during and immediately before or immediately after school hours, including schools where the student is not in attendance.
2. While on school-owned and operated buses or other school-owned or operated vehicles, waiting at bus stops, walking to and from school bus stops, or walking to and from school.
3. While engaged in or attending school-related activities on or off school grounds.
4. While on school grounds, at any time when the school is being used by school or school related groups.
5. While engaged in any conduct, which will directly affect the good order, efficiency, morale, management, and welfare of the school.

Administering Consequences

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

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

Teachers make rules in their classrooms and apply consequences for inappropriate behavior. Although consequences should align with those indicated in the school codebook, teachers can and should assign consequences in a manner that makes sense

for the immediate situation. In other words, teachers should not send office referrals merely because the rule is included in the codebook but should use their judgment. However, certain behaviors always require referrals. These include: Assault on Staff, Drugs and Alcohol, False Reporting of Fire or Bomb, Fighting/Assault, Fires and Explosives, Harassment, Hazing, Profanity to Staff, Sexual Harassment, Smoking, Threat to Staff, Weapons, and Unlawful Behavior.

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

Alternative Learning Center (ALC) Guidelines

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

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

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

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

Search and Seizure

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

Electronic Surveillance

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

Student Records

All records of a student are available to the parent or guardian. A counselor or an administrator can be available to review these files with the parent and to explain any aspect of the information found therein. Parents who would like copies of the records should make this request in writing, and a copy will be provided in a timely manner.

Rules and Consequences

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

1. Academic Dishonesty/Falsification

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

Copying from a Peer
Plagiarizing an Outside Source (Author, Website, etc.)
Falsifying a Teacher's Document or Words
Unauthorized Use of a Teacher's Answer Document
Other

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

2. Assault on Staff

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

Deliberate, inappropriate contact
Other

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

3. Bombs/Firearms/Weapons

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

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

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

4. Class Cut/Truancy to Class

Students should be in their assigned areas at all times. No student shall be absent from a class period without permission. Included in this rule is any unexcused absence from class of 4 minutes or greater. This rule also includes students that walk out of their assigned setting without a formal plan that has been developed by a school-based team.

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

Consequences *Detention, ALC, 1-10 suspension*

5. Disrespect/Defiance/Non-Compliance

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

Negative, non-verbal communication toward staff member (eye roll, lip smack, etc.)
Failure to comply with request in a timely manner
Mocking teacher (imitating teacher in a mocking tone, mispronouncing teacher's name, etc.)
Verbal argument upon request
Failure to comply with request
Other

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

Of Children Services

6. Disruption

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

Talking at an inappropriate time during class
Creation of loud noise in the classroom
Behaving in a manner which adds to a negative situation
Any behavior in a hallway or common area that disrupts classroom instruction
Excessive talking in the classroom, despite repeated warnings
Other

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

7. Dress Code

Students are required to dress in a manner that is safe, modest, and appropriate for their class or activity. Students should not dress in a manner that disrupts the learning environment:

Immodest or Unsafe Dress
Other

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

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

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

8. Drugs, Alcohol, Tobacco

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

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

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

9. Electronic Devices and Toys

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

Consequences ***Confiscation, Parent retrieval,Detention, ALC, Suspension***

10. Gambling

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

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

11. Harassment/Intimidation/Bullying

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

Verbal Harassment/Intimidation/Bullying

Written Harassment/Intimidation/Bullying
Graphic Harassment/Intimidation/Bullying
Physical Harassment/Intimidation/Bullying
Electronic Harassment/Intimidation/Bullying (Including Social Media and Texting)

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

12. Inappropriate Contact/Sexual Conduct

Students shall not kiss or participate in any form of sexual contact. This involves consensual and non-consensual behavior Included are such behaviors as kissing, holding hands, hugging, or other behaviors that can reasonably be considered as inappropriate in a school setting.

Consensual kiss w/peer
Consensual sexual contact
Non-consensual kiss or contact, or sexual contact
Hitting or touching another student's private area
Other

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

13. Inappropriate Language

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

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

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

14. Physical Aggression/Fighting/Assault

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

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

Only one student threw a punch/acted aggressively
Instigating/Inciting for other children to fight
Intentional Spitting
Other

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

15. Property Misuse/Vandalism

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

Student property, minimal, repairable damage
School property, minimal, repairable damage
Teacher property, any level of damage
Student property, major damage
School property, major damage
Technology, unauthorized use
Other

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

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

16. Major Reckless Behavior

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

Injury of staff member, no harm intended
Injury of student, no harm intended
Creation of a dangerous situation (escalating problems, running in hall, play-fighting, etc.)

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

17. Minor Reckless Behavior

Students must conduct themselves in a manner that contributes to a safe, orderly environment
Contact with staff member that does not result in injury
Contact with student that does not result in injury

Consequences *Warning, Conference with Student, Detention, ALC, Suspension,*

18. Repeated Violations (Administrative Use Only)

Students who consistently engage in misconduct will receive escalating consequences.

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

19. Tardy

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

Tardy to class
Tardy to school

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

20. Theft

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

Theft of peer's property (minimal monetary value, i.e., pen, notebook, etc.)
Theft of peer's property (significant monetary value)
Theft of teacher's or school's property (any value)
Other

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

21. Threat to Staff/Student

Students shall not threaten or otherwise intimidate their peers or staff members. **This does include verbal, written, or threatening gestures.** A student shall not urge another student to threaten or intimidate another student or school district employee with physical violence.
Student threatens a peer
Student threatens a staff member
Other

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

22. Unlawful Behavior

Students must follow all civil and criminal laws and regulations. School disciplinary action will be in addition to any action civil or juvenile authorities choose to take. Unlawful acts may include, but are not limited to: assault, battery, larceny, robbery,

malicious mischief, unlawful assembly, disturbing public assembly, malicious threats, arson, malicious use of the telephone, false fire alarms, and extortion.

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

Bus Behavior Guidelines and Consequences

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

Class I Offenses

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

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

Class II Offenses

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

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

Class III Offenses

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

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

Information for Parents

- Parents are <u>not</u> permitted to board the yellow school buses at any time.
- Bus drivers shall determine assigned seats for all students riding the school bus.
- **Refusal of Transportation** Whenever it becomes necessary to deny or suspend a pupil from transportation service due to his/her misconduct, the school shall notify the parents of such suspension with full explanation for this action in compliance with Section 3313.66, Ohio Revised Code.

APPEALS

Rights of Students and Parents
Edited Version of the Ohio Revised Code - Section 3313.66

Suspension, expulsion and removal from premises:

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

B. The superintendent of schools of a city, exempted village, or local school district may expel a pupil from school for a period not to exceed the greater of eighty school days, or the number of school days remaining in the semester, or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended pursuant to division (F) of the ORC. If at the time an expulsion is imposed there are fewer than eighty school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the superintendent may apply any remaining part or all of the period of the expulsion to the following school year. No pupil shall be expelled unless, prior to his/her expulsion, the superintendent does both of the following: (*1*) Gives the pupil and his/her parent, guardian, or custodian written notice of the intention to expel the pupil; and *(2)* Provides the pupil and his/her parent, guardian, custodian, or representative an opportunity to appear in person before the superintendent or his/her designee to challenge the reasons for the intended expulsion or otherwise to explain the pupil's actions.

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

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

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

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

The board or its designee shall make a verbatim record of hearings held under this division. The decisions of the board or its designee may be appealed under Chapter 2506 of the Revised Code.

Elementary PBIS Information

The Euclid City Schools support the implementation of Positive Behavior Interventions and Supports (PBIS) to create positive, caring school climates where all students are successful academically and behaviorally. PBIS provides a framework that encourages positive behavior and interactions while discouraging problem behaviors. Behavior expectations are routinely taught and reinforced in all areas of the building and successes are celebrated through verbal praise and special events. The three behavior expectations in all elementary buildings are:

Instead of relying solely on punitive and exclusionary consequences for negative behavior, school staff is encouraged to first seek to provide more support and/or reteach the behavior expectations. Strategies used for discouraging undesirable behavior include:

- Clearly state choices/options
- Restate the direction, reteach, redirect to task

- Differential reinforcement (ignoring the negative behavior while paying attention to desired behavior)
- Proximity/hand on shoulder
- Nonverbal cue to task
- Acknowledging a nearby student who is demonstrating desired behavior.

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

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

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

Anti-Harassment Policy

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

A copy of the Euclid Board of Education's Anti-Harassment Policy and Reporting and Grievance Procedure for Complaints of Discrimination or Harassment can be obtained by contacting the building principal or Veonta Weathers, District Compliance Coordinator. These documents provide the grievance procedures for Title II, Title VI, Title VII, Title IX, Section 504 and the ADA.

The Euclid Board of Education

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