



Elementary Handbook

2023-2024

STRONGSVILLE BOARD OF EDUCATION

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Communications Coordinator

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13883 Drake Road

440-572-7140

440-572-7146 (Fax)

Principal: Kaylee Harrell

Secretary: Corina Messenger

Edna Surrarrer Elementary School

9306 Priem Road

440-572-7170

440-572-7175 (Fax)

Principal: Dr. Sally Raso

Secretary: Lynn Gory

Bessie Kinsner Elementary School

19091 Waterford Parkway

440-572-7120

440-572-7125 (Fax)

Principal: Lou Marconi

Assistant Principal: Samuel Lawrence

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Edith Whitney Elementary School

13548 Whitney Road

440-572-7180

440-572-7185 (Fax)

Principal: Katie Hawk

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Helen Muraski Elementary School

20270 Royalton Road

440-572-7160

440-572-7165 (Fax)

Principal: Mike Griffen

Assistant Principal: Samuel Lawrence

Secretary: Lynn Wilson

Curtis Washington, Supervisor of Transportation

440-572-7060

Telephone number for all Strongsville City Schools

440-572-7000

District Attendance

440-572-7003

Look for District/Elementary School Updates on www.strongnet.org

INTRODUCTION

The policies and procedures in the *Elementary Student Handbook* serve to encourage the positive teaching and learning climate needed to sustain excellence in academics, arts and athletics. The contents of this *Student Handbook* are based upon the Ohio Revised Code and District policies approved by the Board of Education. The *Student Handbook* is designed to provide a concise source of information for parents and students.

Student responsibilities include regular school attendance, conscientious effort in classroom work, and compliance with school rules and regulations. Most of all, students share with the staff the responsibility of developing a climate in the school that is conducive to learning and the development of positive life skills.

The *Elementary Student Handbook* has been adopted by the Board of Education to be followed by all students, parents and employees. It is expected that parents and students will read and understand the contents of the document.

This handbook is adopted by the Strongsville Board of Education each year and does not reflect changes that may occur during the school year. When in doubt, contact the school for questions or clarification.

Have a wonderful year!

Strongsville City Schools

PURPOSE STATEMENT

Inspiring and empowering today's learners to build tomorrow's leaders.

MISSION STATEMENT

As a school community, we will design premier educational experiences that develop innovative, resilient, collaborative, global, and empowered students who are architects of their learning, equipped to thrive in their future.

GENERAL INFORMATION

BICYCLES, SKATEBOARDS, SCOOTERS, and ROLLERBLADES

Riding a bicycle, skateboard, or scooter to and from school, or at school, will not be permitted because of the potential danger to walkers and the riders themselves.

EMERGENCY SCHOOL CLOSING

Emergency school closings, delays, and early dismissals due to severe weather or other conditions will be announced as follows:

- Morning and evening radio and television newscasts
- District cable channels
- District and building websites and social media
- Automated phone messaging system

Schools that are closed on consecutive days are announced each day. A school not announced as closed should be presumed to be open.

BREAKFAST & LUNCH

Breakfast and lunch is available every school day. Please check your child's building website, social media, or the district cable channels for menus. Elementary breakfast cost is \$2.00 and lunch is \$3.25. Breakfast and lunch include milk, or milk may be purchased alone.

Strongsville City Schools uses a Point of Sale System which requires every student to use their 6 digit Student Identification Number to access the system. Please work with your child to memorize their number. This number will stay with them through graduation. Your child's cafeteria account can be funded by sending in cash or check, or online through PaySchoolsCentral.com. Cash is also accepted daily for the purchase of breakfast or lunch.

Details for the food service program will be sent home with your child at the beginning of the school year and will include information for the free and reduced program.

STUDENT FEES AND FINES

DAMAGED OR LOST TEXTBOOKS, CHROMEBOOKS

Students are responsible for textbooks assigned to them and checked out from the library. If a textbook is lost or if damage exceeds normal wear, the student will be charged an amount based on replacement or repair cost. If a student maliciously damages a Chromebook, there will be a fee assessed to fix it.

STUDENT FEES

Notices will be sent home specifying the items or materials for which there is a fee, such as workbooks, instrumental music books, etc. If fees are not paid by the last day of school prior to winter break, parent access to the electronic gradebook, PASS (Powerschool Unified Classroom), may be withheld and restrictions may be placed on attending field trips and participating in extracurricular activities.

Waiver of School Fees Eligibility

- Students eligible for a waiver of school fees include, but are not limited to, the following:
 - Students who qualify for aid under Ohio Works First (R.C. 5107) or Disability Assistance (R.C. 5115).
 - Students who qualify for free lunch under the National School Lunch Act and the Child Nutrition Act of 1966.
 - Students whose families have suffered very significant financial losses due to severe illness or injury in the family or unusual expenses including, but not limited to, fire, flood, or storm damage.
 - Other good and just reasons.

Notification to Parents

Annually the substance of this policy shall be communicated in writing to the parent(s) or guardian of all students in the District.

- The first bill or notice sent to parents or guardians who owe fees shall state:
 - The District will waive fees for persons unable to afford them in accordance with its policy.
 - The procedure for applying for a fee waiver, and the name, address and telephone number of the person to contact for information concerning a fee waiver.



P.O. Box 157
Suwanee, GA 30024-0157

Dear Parents/Students:

Envision Payment Solutions™ is pleased to have been selected by **Strongsville City Schools** as its check service provider.

Please be aware that if your check is returned, it may be re-presented electronically. Also, in presenting a check for payment, you authorize service charges and processing fees to be debited from the same account should the check be dishonored. These fees, as permitted by state law, may be debited as a paper draft or an electronic funds transfer, at our option. Each dishonored item is subject to the applicable state returned check fees.

Specifically, per *Ohio Revised Code Annotated § 1319.16*, the service fee for returned checks is as follows:

\$30 or 10% of the face amount of the instrument, whichever is greater, plus amount of fees charged to the holder by any financial institution as a result of the check not being honored.

(Note that the fee structure will change according to any amendments made to OH law during a school year.)

If you wish to inquire about a returned check written to **Strongsville City Schools**, please contact **Envision Payment Solutions™** directly at the information listed below.

Thank you. We wish you and your children all the best for this year and beyond. Sincerely,

Envision Payment Solutions™



Customers (check writers) with returned check inquiries should contact:

Envision Payment Solutions™

Tel 877.290.5460, or 770.709.3100

Fax 770.709.3007

P.O. Box 157

Suwanee, GA 30024-0157

customerservice@envisionpayments.com

www.envisionpayments.com

SCHOOL HOURS

Kindergarten

Morning: 9:05 a.m. to 11:40 a.m.
Afternoon: 12:55 p.m. to 3:30 p.m.
Full Day: 9:05 a.m. to 3:30 p.m.

Grades 1-5

9:05 a.m. to 3:30 p.m.

Elementary students who walk to school or are transported by means other than the school bus **cannot arrive prior to 8:50 a.m. as there is no supervision.** Afternoon kindergarten students who are transported by means other than the school bus **cannot arrive prior to 12:50 p.m.** Students in kindergarten through grade five may enter classrooms at 9:00 a.m. Students participating in before-school activities may enter the building at the time arranged by the activity supervisor.

Students leave the building at the end of the school day according to supervised dismissal procedures. Only students for whom previous arrangements (including transportation home) have been made may remain beyond the dismissal period to participate in after-school activities. This includes the playground, unless students are being actively supervised by their own parent or guardian.

THE SCHOOL GROUNDS ARE CLOSED AT DARK.

ACADEMICS

ELEMENTARY GRADING SCALE (Grades 3-5):

96.5-100	A+
92.5-96.49	A
89.5-92.49	A-
86.5-89.49	B+
82.5-86.49	B
79.5-82.49	B-
76.5-79.49	C+
72.5-76.49	C
69.5-72.49	C-
66.5-69.49	D+
62.5-66.49	D
59.5-62.49	D-

STANDARDS BASED REPORTING (Grades K-5):

Standard Met	M
Progressing	P
Standard Not Met	N

SUPPLY LIST

Supply lists will be posted on the buildings’ websites in June. Please see both the District supply list as well as the building lists.

TESTING

Group achievement and ability tests may be administered during certain elementary grade levels. The test results are analyzed as part of our continuing effort to improve our academic programs and instructional services for students. An individual child’s test results may be discussed with parents upon request.

State standardized tests are as follows: Ohio State Tests (OST) Math and Language Arts for grades 3-5, and Science grade 5. Please obtain additional updated information about the Third Grade Reading Guarantee (TGRG) on the district web page and/or from the building principal.

Information Regarding Student Participation on Ohio state tests from the Ohio Department of Education and Strongsville City Schools

Student Participation in Testing:

Federal and state laws, as well as Strongsville City Schools Board Policy, require all districts and schools to implement state testing to all students in specific grades and courses. For specifics, please visit:

<http://education.ohio.gov/Topics/Testing>

The Importance of Testing:

State tests are critical for measuring student learning and ensuring that all of our students receive a high-quality education. The results from state tests are a measure we use for shared accountability for our district, schools, and teachers to ensure we are providing the best education possible for our students to be college and career ready. Some tests, such as those used for the Third Grade Reading Guarantee, are mandated to be passed prior to the student moving on.

Parent/Guardian Refusal for Participation in State Tests:

Please note that the district does not provide staffing to offer an alternate location for any student opting out of testing. If your child is in attendance on the day(s) of the test, he/she will be provided a device on which to test. If your child is not present at school during testing sessions due to opting out of participation in state tests, this absence will be considered unexcused.

If you have questions specific to testing procedures in your school, please contact your child’s building principal. Please direct questions about state laws and policies on state testing to: statetests@education.ohio.gov.

STUDENT ASSESSMENT AND ACADEMIC INTERVENTION SERVICES

STRONGSVILLE CITY SCHOOL DISTRICT POLICY 2623

The Board of Education shall provide for the assessment of student achievement and needs in all program areas in compliance with State law and the rules adopted by the State Board of Education. The purpose of such assessments will be to determine the progress of students and to assist them in attaining student performance objectives and the educational achievement goals of this District. For more information, please see Board Policy 2623 in its entirety at <http://www.strongnet.org> under School Board/Board Policy Database.

GIFTED DEFINITION, IDENTIFICATION AND SERVICE

DEFINITION

“Gifted” means students 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 under division (A), (B), (C), or (D) of section 3324.03 of the Ohio Revised Code.

DISTRICT IDENTIFICATION PLAN

The district accepts referrals, screens and identifies, or screens and reassesses students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creative thinking ability, and/or visual and/or performing arts. The district must follow policy and procedures established in Ohio Administrative Code 3301-51-15. These rules specify that assessment instruments must come from the list approved by the Ohio Department of Education.

IDENTIFICATION PROCESS

The district provides at least two opportunities each year for assessment in the case of children requesting assessment or recommended for assessment by teachers, parents or other children.

- **Referral**

Children may be referred on an ongoing basis through achievement and/or ability testing, teacher or other education professional nominations, parent or student nominations, and reviewing student records for documented superior performance. All screening information obtained from parents, teachers and district test data is gathered by the Coordinator of Gifted Services. Referrals must be submitted to the Office of Curriculum by October 1 for inclusion in the fall assessments or February 1 for inclusion in the spring assessments.

- **Screening**

The district ensures equal access to screening and further assessment of all district children, including culturally or linguistically diverse children, children from low socio-economic backgrounds, children with disabilities and children for whom English is a second language. All students will be screened for superior cognitive ability, specific academic ability in mathematics and reading, and creative thinking using assessments from the Ohio Department of Education list of approved assessments at least once prior to the end of second grade and at least once after the completion of second grade but prior to the end of sixth grade.

- **Identification**

When the screening assessment has been completed, if the data obtained is from an approved identification instrument and the score meets cut-off scores specified in the department of education guidance, the identification decision is made, parents and teachers are notified, and the student’s educational needs are determined. Identifications remain in effect for the remainder of the student’s K-12 school experience.

- **Reassessment**

When the screening assessment has been completed, if the data is from an approved screening instrument or from an identification instrument on which the student is within a district-specified range below the identification score, re-assessment for possible identification occurs.

SERVICE

From the identification, different types of services are available for identified students. In each instance, the Curriculum Office recommends classroom placement based on each student’s academic needs.

All assessment instruments and criteria for service are specified in a district policy and plan for identification. Information regarding gifted assessment, identification and services may be found on the District website at www.strongnet.org (<http://www.strongnet.org/Page/29>) or by contacting the Coordinator of Gifted Services at 440-572-7009.

ATTENDANCE

Regular and punctual attendance contributes to a child's success in school and in later life. Statistics have shown that absences have a direct relationship to achievement. When there are concerns regarding attendance or punctuality, the principal will contact the parent. Regular attendance is important; but it is, of course, equally important to the welfare of all students that children who are ill remain at home until they are well.

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law (see AG 5200).

The Revised Code, Section 3321.04, deals with absence from school. The State Board of Education has adopted regulations governing absences that are within the framework of the Revised Code. The Strongsville City Schools abide by these regulations and accept the following excuses for absences:

- personal illness (a written physician's statement verifying the illness may be required)
- illness in the family necessitating the presence of the child (shall not apply to children under fourteen years of age)
- quarantine of the home
- death in the family
- necessary work at home due to absence or incapacity of parent(s)/ guardian(s)
- observation of celebration of a bona fide religious holiday
- such good cause as may be acceptable to the Superintendent

Communicable diseases should be reported to the school office at the earliest date possible. Communicable diseases include chickenpox, COVID, strep throat, scarlet fever, conjunctivitis, impetigo, head lice, scabies, ringworm, and pinworms. Students should remain at home for the required isolation period and bring a doctor's note when they return indicating the communicable disease and the date they may return to school.

In our effort to effectively monitor the safety of students, parents are requested to call the attendance number for Strongsville Schools **(440-572-7003) by 9:30 a.m.** on the day of absence. Upon dialing the attendance number, a prompt will guide you through the process to reach the elementary line by pressing the number one.

When a student is absent from school, the student is given the same number of days to make up work. (Example: when absent 3 days, the student will have 3 days to make up work).

When an afternoon kindergarten student will be absent, please call in the morning. Parents should accompany students who arrive tardy to school and should first report to the office to sign in before students go to their respective classrooms. Frequent tardiness is discouraged and may adversely affect learning.

TARDINESS

Students who arrive at school after 9:05 a.m. must report to the office for a pass to class. Parents should accompany students who arrive tardy to school and should first report to the office to sign in before students go to their respective classrooms. Frequent tardiness is discouraged and may adversely affect learning. A written note or contact with the school office is required whenever a student is late or absent. Please include the student's full name, the date(s) of absence or tardiness, the reason, and a parent's signature.

TRUANCY

“Habitual truant” means any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for 30 or more consecutive hours (five or more consecutive school days), 42 or more hours in one school month (seven or more school days in one school month), or 72 or more hours in one school year (twelve or more school days in a school year.) Any student who is absent from school and has not presented a note from a physician explaining the reasons for the absence, will be considered truant. Students considered truant from school would be considered unexcused. (ORC – 2151.011)

If a student is found to be habitual truant; An Absence Intervention Team may be assigned.

Habitual Truant means:

- *Absent 30 or more consecutive hours without a legitimate excuse;*
- *Absent 42 or more hours in one month without a legitimate excuse*
- *Absent 72 or more hours in one year without a legitimate excuse*

The Absence Intervention Team will consist of a representative from the child's school district or school, another representative from the child's school district or school who knows the child, and the child's parent or guardian. The team may also include a school psychologist, counselor, social worker, or an outside agency or nonprofit entity that assists students and families in reducing absences.

Within 14 school days, the Absence Intervention Team will develop an intervention plan for the student, with the aim of reducing or eliminating further absences.

1. The Intervention Plan will be based on the individual needs of the student.
2. Our school district will provide written notice of the plan, to the student’s parent or guardian, within seven days after the development of the plan.
3. If the child has refused to participate in or has failed to make satisfactory progress with the intervention plan, the building principal and/or designee will be required to file a complaint on the student as a truant in the Cuyahoga County Juvenile Court 61 days after the date the plan is implemented.

PRE-ARRANGED ABSENCES

Due to the importance of students being present in the classroom to achieve the full understanding and sequence of materials being learned, unapproved student absence from school is strongly discouraged. Students/Parents must realize that in certain circumstances, learning experiences are irretrievable and cannot be repeated.

In Strongsville City Schools, when a parent/guardian feels it is necessary to initiate an absence from school such as travel to athletic events, competitions, and/or family vacations, students may be excused up to 5 days per school year. If more than 5 days are needed, subsequent days would be considered unexcused with a loss of credit for work missed.

The parent/guardian and student must follow this procedure to receive credit for work missed:

1. Obtain and complete a *Prearranged Absence Request Form* from the school office.
2. Return the completed form signed by the student’s teachers to the school office **FIVE SCHOOL DAYS** prior to the first day of absence.
3. The student/parent assumes full responsibility for obtaining all assignments and materials that will be covered during this absence.
4. All assignments must be completed within the same number of school days the student was absent, but up to a maximum of five days.
5. Examinations, lab work, and work not available prior to the absence, must be scheduled with the appropriate teacher at his/her convenience immediately upon return to school.

Finally, parents, guardians and students should be aware teachers are not obligated to permit make-up work if proper absence arrangements have not been made prior to departure. Teachers are not expected to tutor students for work missed. Requests for *Pre-Arranged Absence* shall become a permanent part of the student's record. Questions should be directed to the Building Principal.

DEPARTURES/ RETURNS DURING SCHOOL HOURS

When doctor or dental appointments or other commitments cannot be scheduled outside of school hours and a parent knows in advance that it will be necessary for a child to leave school during the school day, the parent is requested to send a note the morning of the day the student is to be excused. This notification may also serve as an excuse for the absence by including the information specified in the previous section. The note is to include the name of the person picking up the child with the dismissal and return times. The student reports to the office at the time designated on the note for departure as well as when returning back to school. Parents are required to enter the building when picking up or dropping off their child during the school day. Parents may be required to show a photo ID prior to removing the student.

OPERATING PROCEDURES AND GUIDELINES

SHARED FOOD GUIDELINES

The Strongsville City School District recognizes that the health and safety of our students is of utmost importance. We continually strive to maintain a healthy school atmosphere for all individuals. Based on this fact, the District adheres to guidelines for shared food and snacks so that we can promote safety, consistency, and equal access for the growing number of children who have life-threatening food allergies.

Based on these guidelines, we do not permit homemade or home-baked food items to be served to students as a shared snack at the preschool and all elementary school buildings. Foods/Snacks provided to students as a shared snack (e.g. birthday treats, class parties) during school hours or before/after school hours at school-sponsored events must be store-bought and display or have available an ingredient label for food allergen verification.

These guidelines have been implemented at the preschool and elementary level for several important reasons. First, we feel that it is important to offer this additional life-saving protection to our younger student populations who may not understand their allergy or may have difficulty making safe food choice selections. Second, we recognize that due to the increasing prevalence of life-threatening allergies among students, we must be diligent and do our part to protect everyone by eliminating a possible source of harm. Shared food and snacks must be free from peanuts and tree nuts. Additional restrictions, such as eggs and milk, may be instituted at the classroom level should a student's health needs dictate.

Homemade or home-baked foods for your child's snack or lunch that are not shared with other students are permitted, unless a child with a severe allergy has been identified in your son or daughter's classroom. In this situation, additional food/snacks may be prohibited in the classroom based on medical necessity.

APPROPRIATE DRESS GUIDELINES

Appropriate attire is expected of all students in attendance at all school-related functions. The principal or designee will determine whether a student is inappropriately dressed. Parents may be contacted in the case students are inappropriately dressed. The elementary dress code is based on the following:

- Attitude and behavior
- Personal hygiene
- Modesty
- Health and safety factors
- Building maintenance

Appropriate clothing for elementary students varies according to age and activity. More specific guidelines will be expressed to student and/or parents if:

- Health or safety of a student is in danger
- Clothing distracts from learning
- Clothing could possibly be destructive to property.

Clothing that advocates the use of drugs, alcohol, or tobacco, or suggests other inappropriate connotations, such as gang associations, or violence is not permitted in school. Shorts and skirts worn to school must be an appropriate length as determined by the administration (*mid-thigh or fingertip is a general standard*).

COMPUTERS AND THE INTERNET

Parents of each student will need to sign an Acceptable Use Policy before their child is permitted to access the District's technology.

DISCLAIMER OF RESPONSIBILITY: VALUABLES AT SCHOOL

Please label all outer clothing such as hats, gloves, boots, and jackets. Lunch boxes and bag lunches should be labeled with the student's full name and room number. Label school supplies, musical instruments, and instrument cases. It is best if children do not bring money to school beyond what is necessary for fees and lunches. Students are to refrain from wearing or carrying items of considerable value. Students are expected to refrain from using personal electronic devices while in school unless directed to by classroom teachers.

Administration reserves the right to determine inappropriate use of any items brought from home, as well as electronic devices, and students may have these items confiscated and/or receive disciplinary consequences if they are used inappropriately. The school district will not be responsible for lost, damaged, or stolen property.

A "Lost and Found" is located in each school. Items such as glasses, money, wallets, or watches are kept in the school office until claimed by the owner or until the end of the school year. Children should be encouraged to check for missing articles in the "Lost and Found" and in the school office. Unclaimed items will be disposed of or donated.

EMERGENCY SAFETY DRILLS

Emergency drills are held in compliance with the Ohio Revised Code. The drills are planned to provide practice at varying times and under differing conditions. Order and speed are stressed during a drill. No talking is permitted as an emergency situation requires being able to hear directions given by a staff member. The intent is that the response to the signals for emergency drills will become so routine that the procedure will be carried out rapidly, automatically, and in an orderly manner to maximize safety for all occupants of the building.

RECESS INFORMATION

Each student will participate in a 30 minute recess period each day. There may be times when recess needs to be shortened (i.e. behavior concern, academic follow up, music lesson), but every effort will be made to ensure all students receive at least 15 minutes each day. Care needs to be taken that outer clothing worn to school is suitable for outdoor play during recess periods as children will be outdoors except when weather conditions prohibit. Students will be going outside unless the temperature is below 20 degrees and/or the wind chill is below 10 degrees.

VISITORS

Board of Education policy, adopted pursuant to state law, requires that all visitors to the school bring a state ID/license and sign in on the visitor management system in the lobby. Once authorized, visitors will report to the main office via the secure entrance. All elementary buildings are equipped with buzzers and require access to the building through the main office. All authorized visitors will be issued a visitor sticker to be worn at all times while inside or outside the building at any school sponsored activity during the school day. Visitors are asked to return to the main office prior to leaving in order to check out.

If parents need to have someone not known to the school pick up their children, we request that parents either send a note to school that day with the name of the person, or call the school with the name. Parents are asked to remind anyone picking up their child to sign in and have a photo ID.

PARENT/TEACHER COMMUNICATION

PARENT ASSISTANT SUPPORT SYSTEM (PASS)/ POWERSCHOOL UNIFIED CLASSROOM

The *PASS* program is a password protected and secure web portal available to all families who have students enrolled in the District that enables you to see a wide range of progress data and to update other school information concerning your child. Information available to you will include:

- Current demographic data
- Emergency contacts
- Team and club participation
- Attendance data
- Fees and fines
- Assignments
- Report Cards and Midterms
- Current Progress
- School messages

For more information about the *PASS* program, email pass@scsmustangs.org

CLASS ASSIGNMENTS

Many factors are taken into consideration when making class assignments. These factors include ability, achievement, reading level, personality of the child, peer relationships, cluster grouping, special education needs, English language learning needs and knowledge of the individual teachers. Parent requests for specific teachers will not be honored. Class lists are posted at each building in August.

REPORT CARDS & INTERIM PROGRESS REPORTS

Reports and Interim Progress Reports for all grades can be accessed online through the *PASS* system. If you do not have internet access, please contact your child's school so a paper copy can be sent home. Please refer to the school calendar for end of grading period dates.

PARENT/TEACHER CONFERENCES

Parents are encouraged to contact the teacher whenever they have a question or concern. Parent/teacher conferences may be arranged on the two evenings scheduled for conferences on the school calendar or at other times during the school year as requested by teachers or parents. When a conference is desired, please make advance contact with the school office or the teacher so that arrangements may be made. (See calendar on back of handbook.)

REQUEST FOR STUDENT RECORDS

The policy of the Strongsville Board of Education recognizes that collecting and maintaining data to assist the student in present and future endeavors must be done in a way that will not impinge upon a student's privacy or other rights. Parental requests to review a child's records should be made in writing to the building principal.

EMERGENCY STUDENT INFORMATION

Please provide the school district with the most current information on how to contact family members in case of emergency. Parents are required to furnish this information at the beginning of each school year. **When any changes occur during the school year, please submit in writing to the school office changes such as a new home address, phone number, business phone number, and persons to be contacted.** Parents are also encouraged to update family contact information using the PASS program. If you use the PASS program, please alert the schools so they may update their student files. In the case of divorce, child custody, or re-marriages, the school should be notified and receive proper documentation. Non-relatives picking up a student must sign-in, including printed name and signature, make of car, license plate number, and show photo identification.

ILLNESSES OR INJURIES AT SCHOOL

Staff members refer pupil health concerns to the school office. Attempts are made to contact parents. In the event of an accident or illness requiring consultation, attempts are made to contact parents. When a parent cannot be reached, an effort is made to contact other persons listed on the PASS program. Parents are required to update the PASS system yearly or as changes occur. The information in the Pass System is critical and must be kept up to date. Please keep these records current by notifying the school office through email, in writing or through the PASS program of any changes in work or home telephone numbers, doctor or dentist, and the person(s) to be contacted when a parent cannot be reached. The appropriate accident/incident report will be completed by the school. Parents may receive a copy of the report upon request.

Information regarding the district's insurance policy and coverage for student accidents while at school can be found at <https://www.strongnet.org/departments/student-services/health-services/student-insurance-plan>

Positive Behavioral Interventions & Supports (PBIS)

The Strongsville City Schools support the implementation of Positive Behavior Interventions and Supports (PBIS) to create safe and supportive school environments. PBIS is an effective way to support the whole child and by strengthening the social-emotional and safety needs for students. PBIS provides a framework that encourages positive behavior and interactions while discouraging challenging behaviors. The Ohio Department of Education expects every school district to institute aspects of PBIS for staff, students, and families.

Essential Components of PBIS

Clear Expectations

Schools identify 3 to 5 (2 to 3 for early childhood) school-wide overarching behavioral expectations that align with the mission of the school and guide behavior for all settings and situations for staff and students.

Comprehensive Instruction

Systematic, explicit instruction is provided on the school-wide expectations along with opportunities to practice and receive feedback on the expected behaviors for each area of the school setting.

Consistent Systems of Acknowledging and Correcting Behaviors

Consistent striving for a 5 to 1 ratio in acknowledging expected behaviors and correcting challenging behaviors is provided through:

- active supervision
- proactive scheduling
- logical consequences and reteaching
- clear procedures for responding to behaviors
- supportive environments designed to eliminate behavior triggers

Supportive Structure

Systems are created to enable accurate and sustained implementation of practices. Teams use data to make decisions as they focus on developing an infrastructure in schools that provides effective academic and behavioral multi-tiered systems of support for all students.

Community Connections

With administrative commitment and involvement, schools utilize team-based structures to focus on building positive relationships among all stakeholder groups, to ensure consistent implementation of culturally responsive practices.

STUDENT CODE OF CONDUCT

STUDENT CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education believes that violent, disruptive, or inappropriate behavior by students has no place in our schools and our school district, and confirmed infractions will be handled by the administration in accordance with our student handbook.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

- A. allows teachers to communicate effectively with all students in the class;
- B. allows all students in the class the opportunity to learn;
- C. has consequences that are fair, and developmentally appropriate;
- D. considers the student and the circumstances of the situation; and
- E. enforces the Student Code of Conduct accordingly

Student conduct shall be governed by the rules and provisions of this Student Code of Conduct.

CODE OF CONDUCT

This Student Code of Conduct reflects a combination of State law and District policy that outlines the expected behaviors plus the procedures and consequences used within the District to ensure a safe and orderly teaching and learning environment is maintained. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances. Students are expected to demonstrate responsible behavior at all times. Students are required to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel.

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 the approved student discipline process up to and including expulsion.

The items in this Student Code of Conduct are applicable to misconduct by a student that occurs on property owned or controlled by the District and off of 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, as well as misconduct by a student that, regardless of where it occurs, is directed at a District official or employee or the property of such official or employee. This Student Code of Conduct applies 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 Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this Student Code of Conduct 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.

Cooperation between parents and the school is important to maintain a school climate that is necessary for students to learn. Parents are encouraged to support the actions taken by the principal or staff member. Please do not hesitate to contact school officials with questions. All students are expected to refrain from repeated violations of the Student Code of Conduct. A student, who repeatedly violates the rules and regulations of the Student Code of Conduct, may be subject to additional consequences.

SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as that term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect on school grounds, in school or school vehicles, or at any school-sponsored event. The Board of Education further has established a drug-free zone within 1000 feet of any facility used by the District for educational purposes. Drugs include: (a) all dangerous controlled substances as so designated and prohibited by Ohio statute; (b) all chemicals which release toxic vapors; (c) all alcoholic beverages; (d) any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy; (e) anabolic steroids; (f) any substance containing betel nut (areca nut) or other concentrated caffeine or caffeine-like products; and (g) any substance that is a “look-alike” to the listed substances.. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

DISCIPLINARY PROCESS AND PROCEDURES

The District believes that discipline is the shared responsibility of students, parents, and school employees. A student’s ability to practice self-discipline is an essential part of maintaining a constructive and positive school environment.

The disciplinary action(s) for specific code violations will be determined based upon the severity and frequency of the offense(s). The disciplinary consequences unless specifically stated may result in, but are not limited to:

- Warning
- Detentions
- Corrective Learning (in-school suspension)
- Community Service

- Suspension
- Expulsion

The Superintendent may prohibit a student from attending and/or participating in the District's graduation ceremonies as part of a student's suspension, expulsion, or removal from school.

Note: Criminal misconduct by a student may be reported to law enforcement authorities and certain criminal acts may result in permanent exclusion from school.

CODE OF CONDUCT DEFINITIONS

Emergency Removal is the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an ongoing threat of disrupting the educational process provided by the District.

Suspension is the temporary exclusion of a student by the Superintendent, Principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days.

The Superintendent or Principal authorizes a suspension. Suspension is very serious and may lead to a recommendation for expulsion and a court referral if repeated situations persist.

When a student is being considered for an out-of-school suspension by the Superintendent, Principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, Principal, or other administrator will notify the parents, guardians, or custodians of the student.
5. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the Principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings. A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if held before the Board. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within five (5) calendar days after the date of the notice to suspend.

Per School policy, students will receive at least partial credit for the missed work. For suspensions periods of 1-4 days, students shall have the same amount of time as the suspension period to make up work. For suspensions periods of 5-10 days, students shall have a total of 5 days to make up work.

During the time the student is suspended, the student is not to be on school district property for any reason and is not to attend any district-related activity or event, including extracurricular activities or athletic contests at home or away.

Expulsion is the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place, or for one (1) year as specifically provided in Board of Education policy or this Student Code of Conduct. Only the Superintendent may expel a student.

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board.

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee. A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if it is held before the Board. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent.

During a period of removal, suspension, or expulsion, the student may not enter into any school building or be on the premises of a building owned by or being used by the Strongsville City School System, nor may the student attend or participate in any school related activities.

GUIDELINES FOR BUS CONDUCT

Students riding District buses shall observe all rules relative to student conduct and safety. Riding on District buses is a privilege which can be denied to students for serious or repeated violations of conduct or safety rules.

Students will be assigned a seat to sit in to and from school. Students shall be expected to conduct themselves in a responsible manner while boarding the bus and while departing the bus. While riding the bus students will behave with classroom conduct.

Bus Safe Riding Rules

- Students shall arrive at the bus stop before the bus is scheduled to arrive.
- Students must wait in a designated place of safety, clear of traffic and away from the bus stop. Students must listen for directions or instructions from the driver.
- Students must board or leave the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
- Behavior at the bus stop and on the bus must not threaten life, limb, or property of any individual.
- Students must go directly to an available or assigned seat.
- Students must remain seated, keeping aisles and exits clear.

- Students must not distract the driver except in the case of an emergency (i.e. medical, student is being physically harmed).
- Students must not yell, use profane language, or verbally abuse any other student or employee.
- Students must refrain from eating and drinking on the bus except as required for medical reasons.
- Students must not use tobacco, e-cigarettes or vaping on the bus.
- Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
- Students are to carry only objects that can be held in their laps, and must not throw or pass objects on, from, or into the bus.
- Students must refrain from any destructive behavior on the bus, including but not limited to damaging bus seats.
- Students must not put their head or arms out the bus windows.
- Students must not engage in other offenses or violations prohibited by board policy and code of conduct.

The bus driver may use one or more of the following levels of discipline. The disciplinary consequences unless specifically stated may result in discipline ranging from:

- Orally warn student of infraction of rules and possible consequences.
- Assign student to the front area of the bus for a period of time.
- Report the student to an administrator.

Temporary Suspension of a Student from Bus Privileges (less than 24 hours)

- An administrator shall notify the parent or guardian by telephone or in person of the temporary removal from the bus.
- No temporary suspension of riding privileges shall take place until an administrator has notified a parent or guardian.

Suspension of a Student from Bus Privileges may be enacted by the principal to a maximum of ten (10) school days per incident.

- An administrator shall give the student oral and written notice of the charges and shall give the student an opportunity in an informal hearing to challenge the reasons for the intended suspension or explain his/her actions.
- An administrator will notify the parent or guardian by telephone and/ or in person of the suspension and shall send the parent or guardian written notice by electronic or regular U.S. Mail.
- No suspension of riding privileges shall take place until an administrator has notified the parent or guardian.

Expulsion of a Student from Bus Privileges shall be in accordance with District policy regarding expulsion.

BULLYING PREVENTION PHILOSOPHY

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal

degradation. The prohibitions contained in Board Policy 5517.01, Bullying and Other Forms of Aggressive Behavior, apply to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

SCHOOL RULES

If students engage in any of the following behaviors, disciplinary consequences may be issued. Violations of one or more of these items may result in suspension or expulsion.

1. Verbal Assault

A student will not verbally assault another individual. Verbal assault is language that is abusive or provocative (to incite, to anger, to stir up) towards another person.

2. Physical Assault

A student will not cause physical harm to another person, or behave in such a way (may include, but not limited to encroaching on physical space, spitting, pushing, bumping, etc.) that could cause physical harm to another person.

3. Fighting

Students will not engage in fighting. Fighting is two or more students that engage in physical conduct (e.g. pushing, shoving, slapping, kicking, and punching) that may lead to harm to the involved individuals or to bystanders. Any student involved in the fight, including inciting, encouraging, or instigating others to engage in a physical conflict, will be determined to be an active participant and subject to consequences.

4. Inappropriate Physical Contact

Students will keep all hands, feet and objects to themselves and will not engage in any contact with another person in the form of hitting, tapping, touching, jumping on, etc.

5. Disrespect and/or Insubordination to School Personnel

All school personnel will be addressed in a respectful manner. Students talking back, arguing, or making any disrespectful comments directed at or about staff members will not be tolerated. A student will be considered insubordinate if they disregard or refuse to obey requests or directions given by school personnel, including defiant non-verbal behavior.

6. Use of Profane, Vulgar, or Abusive Language, Gestures, or Pictures/Images

A student will not use profane, vulgar, or abusive language or gestures. A student will not possess, display, or share pictures/images that are profane, vulgar, or abusive, or threaten to possess, display, or share such images.

7. Bullying

A student will not repeatedly intimidate or harass another student directly or indirectly through words or actions. Bullying is defined as any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or violence within a dating relationship will be considered bullying.

8. Threats

A student will not make a threatening statement and/or gesture towards student(s) or staff. Prohibited behaviors including using any verbal or non-verbal means to threaten student(s) or staff, including images, pictures, or other communication that causes fear of harm.

9. Frightening, Degrading, and Disgraceful Acts

A student or group of students will not engage in or encourage any other student to engage in behavior that frightens, degrades or disgraces any person. Prohibited behavior includes, but is not limited to, slurs, epithets, profanities, jokes or other verbal or physical conduct based on a person's race, national origin, religion, disability, gender, sexual orientation, or age.

10. Hazing

Hazing is prohibited. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization or any act to continue or reinstate membership in or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. No person shall recklessly participate in the hazing of another. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

11. Sexual Misconduct

Students will not engage in any sexual contact or conduct while on school premises (including buses) or attending any school event or function. Prohibited conduct includes propositioning, proposal, contact, touching, and/or exposure of a sexual nature or intent, as well as making or attempting to make contact of a sexual nature or intent with another person with or without the consent of the other person.

12. Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when such conduct has the purpose or effect of interfering with the individual's learning environment or interfering with one's ability to participate in or benefit from a class or an educational program/activity. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. Prohibited acts that constitute sexual harassment may take a variety of forms. Examples may include, but are not limited to: unwelcome sexual propositions, invitations, solicitations, and flirtations; unwelcome verbal or non-verbal expressions of a sexual nature; sexually suggestive objects, pictures, videos, audio recordings or literature which may embarrass or offend individuals; unwelcome and inappropriate touching, patting, pinching, or obscene gestures; a pattern of conduct that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another; or remarks speculating about a person's (or one's own) sexual activities or sexual history. Any student who believes that he/she has experienced any form of sexual harassment should report this conduct immediately to his/her building administrator who will conduct an investigation.

13. Disruptive Behavior

Students are expected to demonstrate behaviors that are conducive to a positive learning environment throughout the school day. Students will not act or urge other students or persons to act in such a way as to cause disruption or obstruction of any education process or program, including but not limited to curricular and extracurricular activities. Prohibited conduct includes, but is not limited to, violence, force, noise, speech, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct that causes, attempts, or threatens, to cause, disruption to the function of a school or program.

14. Dishonesty

A student will not misrepresent the truth either orally or in writing. Students will be expected to cooperate and to be honest concerning violations of the Student Code of Conduct. Students will not give or assist in giving false or fictitious accounts to any school official, police official, fire official, or other person acting in an official capacity. Student will not lie about, fabricate, distort, or change information given to school staff or other individuals.

15. Academic Dishonesty

Under no circumstance will one student use or attempt to use the work of another student, or misuse copyrighted materials on an assignment. This includes but is not limited to looking at someone else's work, using unauthorized materials during a test/quiz, putting one's name on another's work, or talking during a test/quiz. It is equally dishonest for a student to provide information or work to another student who knowingly takes credit for such work or information. Prohibited conduct also includes plagiarism, or the use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. In addition, falsifying signatures or data, refusing to provide proper identification, or giving false information to a staff member, is prohibited.

16. Portable Communication Devices

Communication devices such as cellular phones, smartwatches, handheld video games, etc., are not to be used during the school day for communication purposes, capturing photos or video, or looking up information, unless otherwise approved by an administrator. This also applies while off-campus on a field trip or extracurricular event. If approved for an educational purpose, students are not permitted to capture, record and/or transmit the words or sounds and/or images of any student, staff member or other person without proper consent as it is considered an invasion of privacy. Students who violate this provision and/or use a device to violate the privacy rights of another person shall receive consequences in accordance with our Student Code of Conduct. If the violation involves potentially illegal activity, the device may be confiscated and turned-over to law enforcement.

Students are also prohibited from using a device to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their devices to receive such information. Students shall have no expectation of confidentiality with respect to their use of devices on school premises/property. The school district will not be responsible for lost, damaged, or stolen property.

17. Theft of Property

A student will not take or attempt to take into his/her possession the property of another.

18. Vandalism or Damage to Personal, Private, or School Property

Students will respect the personal property of all students and staff. Students will respect the property owned by the Strongsville Board of Education. A student will not cause damage to or deface the property of others or property owned by the Strongsville Board of Education. Involved students and their parent/guardian may be liable for payment for the cost to repair or replace any such damaged property.

19. Tobacco Substance, Vapor, and Electronic Cigarettes

A student will not possess, smoke, use, transmit, or conceal any tobacco substance or alternative nicotine product or device including vapor, electronic cigarettes or other substitute forms of cigarettes on school grounds, during school activities, or at any school-sponsored activities.

For purposes of the Student Code of Conduct, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUULs"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

20. Alcoholic Beverages, Drugs, Drug Paraphernalia, and Counterfeit Controlled Substances

Students will not possess, use, sell, or transmit any alcoholic beverage, drug, or drug paraphernalia. Students are prohibited from being under the influence of alcohol or drugs. For purposes of the Student Code of Conduct, "drugs" mean: (a) all dangerous controlled substances as so designated and prohibited by Ohio statute; (b) all chemicals which release toxic vapors; (c) all alcoholic beverages; (d) any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy; (e) anabolic steroids; (f) any substance containing betel nut (areca nut) or other concentrated caffeine or caffeine-like products; and (g) any substance that is a "look-alike" to the listed substances. Students who violate this rule may be required to participate in a diversion program as part of their consequences.

21. Weapons and Potentially Dangerous Objects

Students will be expected to keep all dangerous weapons or dangerous instruments off school property. A student will not possess, handle, transmit, or conceal any weapon, explosive device, or object that an administrator might consider capable of harming a person or property (e.g. pocket knives, sharp metal objects, laser devices, or foreign objects such as tools that could be used to inflict harm or damage property; "look-a-like" weapons; lighters; etc.) The term "weapon" includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous ordinances under State law. Use of any object or material in an unsafe manner may result in disciplinary action.

22. Leaving the School Building without Permission/Out of Assigned Area

A student will not leave the school building or be out of their assigned area before dismissal except where school policy otherwise provides or without first obtaining consent of the appropriate school administrator/designee.

23. Unauthorized Sale or Distribution – Non-Drug Related

A student will not sell, distribute, or attempt to sell or distribute any object or substance that has not been properly authorized for sale or distribution.

24. Gambling

A student will not engage in any form of gambling. Gambling includes participating or instigating the participation of others in games of chance.

25. Abuse or Misuse of Technology

A student will not abuse or misuse the District's hardware, software, or other technology systems including, but not limited to, the following: hacking, tampering with computer programs; using equipment to make unauthorized or illegal duplicate copies of computer's software; damaging or destroying computer hardware or software; altering, deleting, tampering, destroying, or stealing any technology, data, or electronic information or equipment; and using a District computer or technology system without authorization. Use of the Internet must occur within the guidelines established by the District Acceptable Use Policy.

26. Trespassing on School Property

Students will only be permitted on school property to attend classes or other school activities. Any students found on school property without authorization shall be considered trespassers.

27. False Alarm (e.g. Fire, Bomb, 911)

A student will not attempt to disrupt school in any manner by illegally pulling or attempting to pull a fire alarm, falsely calling emergency 911, using any other school safety or notification/warning system, or making a threat that causes the evacuation of a school building or school bus. In the event of a false alarm, the police may be contacted.

28. Violations of State or Federal Laws on School Premises or at School-Sponsored Activities

A student will not violate any law or ordinance when on school premises (including buses) or at any school-sponsored activity.

29. Failure to Accept Consequences

Consequences are assigned to students as a measure to correct inappropriate behavior. Students failing to serve assigned consequences could lead to additional consequences.

30. Misconduct Affecting School Officials and Employees

Students shall refrain from acts which may cause injury or embarrassment to, or the loss or damage to the property of, school district officials or employees, whether on or off school property. Students shall comply with all state laws and municipal ordinances with regard to their conduct toward the person or property of school officials or employees.

31. Failure to Follow School Rules and Policies

In recognition that any list of prohibited conduct cannot encompass every conceivable action that may properly be subject to discipline, the District has the authority to administer discipline for conduct not specifically set forth in this Code of Conduct will be at the discretion of the administration.

32. Repeated Acts of Misconduct

All students are expected to refrain from repeated violations of the Student Code of Conduct. Any student who repeatedly violates the rules and regulations of the Student Code of Conduct may be subject to additional or more severe consequences due to the repeated misconduct.

33. Tardiness

A student is considered tardy if a student is not in their seat in their assigned classroom after the bell rings.

34. Class Cutting

A student will be considered to have cut class if the student is absent for ten (10) minutes or more from any assigned period.

35. Truancy

A student is considered truant when the student is absent from school without school authorization. An absence from an assigned period that is not approved by the school administration will be unexcused. A student may be considered truant regardless of whether a parent/guardian approved the student's absence.

36. Arson or Attempted Arson

A student will not cause or attempt to cause a fire.

37. Possession, Use, or Threatened Use of Fireworks or Explosives

A student will not possess, conceal, use, or threaten to use any item that could explode, burn, detonate, or cause bodily harm. Prohibited conduct includes "look alikes" or items that have the appearance of being an article that could explode, burn, detonate, or cause bodily harm.

38. Extortion

A student will not obtain or attempt to obtain money, goods, or information from another person by threat of force.

39. False Reports

A student will not knowingly make a false report, false accusations, or otherwise give false information to school personnel.

40. Falsifying Documents

A student will not falsify, misrepresent, and/or attempt to replicate school or student-related documents or signatures.

41. Bus Violations

Students will comply with the Bus Safe Riding Rules and Bus Code of Conduct. Any violations of bus or other transportation rules may result in discipline.

42. Dress Code

Students will comply with school policies and directives related to dress and appearance. Failure to comply with the District's dress code, as well as any other policies or directives related to dress or appearance, may result in discipline.

43. Unsafe Driving

Students will operate vehicles in a safe and responsible manner. Students will not drive vehicles in an unsafe or reckless manner on school grounds or at any school-sponsored event.

44. Complicity

Students will not collude, be complicit, aide, assist, or abet any individual in the commission of conduct prohibited by this Student Code of Conduct, Board policy, or state or federal law.

45. Attempt

Students will not attempt to engage in any conduct prohibited by this Student Code of Conduct, Board policy, or state or federal law.

46. Harassment

Students will not harass others. Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, written, verbal or physical conduct direct against a student or school employee that: (a) places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property; (b) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or (c) has the effect of substantially disrupting the orderly operation of a school.

47. Failure to Comply with State Mandates or Executive Orders

Students will not refuse to comply with Ohio mandates, executive orders, laws, or regulations that pertain to students.

Elementary Student Device Acceptable Use Policy

The Chromebook and any accessories that have been issued to students are the property of the Strongsville City School District.

The device is on loan to the student and must be used in accordance with the following policies & procedures as well as those outlined in the **Acceptable Use Policy for Students**:

1. Parents/guardians may be given the child's login name and password so that they can supervise the student's use of the computer.
2. Parent/guardians and students should be aware that access to the Internet outside of the school district is often unfiltered.
3. The District has the right to randomly inspect any laptop, application, or peripheral device. This random inspection could be done on site or remotely. This includes but is not limited to browser history, email, media that has been accessed, downloaded or created, documents, pictures, and all files. The District has the right to review these items for appropriateness and to limit or revoke a student's access to them. In the case of remote access, no notification will precede this type of remote access. However, if it becomes necessary for a school technology official to remotely access the device, the official will attempt to include two additional district administrators prior to remotely accessing the device. The technology official will notify the parents / guardian of the student after a remote access connection has taken place.
4. Each chromebook is assigned to an individual student. Students should never "swap" or "share" their device with another student, friend, or sibling unless directed by their teacher.
5. Use of the device for anything other than teacher directed or approved activities is prohibited during instructional time. This includes but is not limited to internet or computer games and other entertainment activities, email, instant messaging, chat, and use of the internet for anything other than school-related research.
6. Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screensavers, backgrounds, and or pictures are prohibited.
7. Computers are not to be used to take pictures or videos without the consent of all persons being photographed. Taking photos or video at school should only be done for instructional purposes as directed by the teacher.
8. Students will not use the device for illegal purposes. Students will not deliberately use the device to personally attack, annoy, harass, or bully others. Any such activities will be reported to the appropriate district personnel as well as local, state, or federal authorities.
9. Appropriate and responsible use is expected of all users. Violation of any policies or procedures outlined in the Acceptable Use Policy will be subject to the appropriate disciplinary action as outlined in the AUP's.

STUDENT SERVICES

CONTROL OF BLOODBORNE PATHOGENS

The School District seeks to provide a safe educational environment for students and takes appropriate measures to protect those students who may be exposed to bloodborne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to bloodborne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the main office and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 Exposure Report).

ADMINISTRATION OF MEDICATION

When it is necessary for the administration of medication to a student while in school, the following procedure is required:

The building administrator or school nurse must receive one or more of the following completed medication forms signed by the licensed prescriber (physician, nurse practitioner) who prescribed the medication and by the parent/guardian. **All medications (prescription and over-the-counter) require a parent/guardian signature and a prescriber signature.** The medication forms are available on the district website at www.strongnet.org or in the elementary school office.

- **Medication Administration Form**
- **Authorization for Student Possession and Use of an Asthma Inhaler Form**
- **Authorization for Student Possession and Use of an Epinephrine Auto-injector Form.**

The authorization to administer medication will be in force from the duration stated by the prescriber as long as the prescriber is attending the student's medical needs, but will not extend beyond the current school year. The parent/guardian must obtain and submit a revised statement from the prescriber if any of the information provided by the prescriber changes.

A copy of the form authorizing the student to receive medication during the school day will be in the possession of the person(s) designated by the principal as responsible to supervise the secure and proper storage of medication and the administration of medication to students.

Students should never have in their possession any prescription or over-the-counter medication with the exception of: asthma inhalers, epinephrine autoinjectors, and diabetic supplies--with proper paperwork on file (see above). Failure to comply may result in disciplinary action.

Medication, prescription or over-the-counter, including cough drops must be brought to the school clinic, to the principal or to the appropriate person(s) who have been appointed by the building principal. The medication must be in the container in which it was purchased or dispensed by the licensed pharmacist. Medication will be stored in a locked storage place unless refrigeration is required, and then it will be stored in a refrigerator not accessible to students.

For questions concerning the administration of medication while in school, please contact the District School Nurse at 440-572-7069.

COUNSELING SERVICES

The Strongsville Elementary Guidance program is a comprehensive guidance program that provides guidance and counseling through a prevention and intervention service model. Preventative services teach the students the importance of manners, differentiating between big and small problems, solving problems peacefully, anti-bullying techniques, and handling peer pressure. In addition, the elementary counseling department provides intervention services through small group and individual counseling. Small group topics may include divorce/changing families, anger, anxiety, social skills, study skills and friendship skills. Individual services are based on student need. To find out more information concerning the Strongsville Elementary Guidance program, please call your child's elementary school counselor, or check out the elementary guidance web page located on the District's homepage.

HEALTH SERVICES

The School Health Services Program is designed to promote the physical and emotional health of all students. The School Health Services Program provides the following in elementary buildings at specific grade levels or upon parental request:

- Health Screening: Vision, Hearing, Scoliosis
- Consultation in regard to health concerns with students, school personnel, parents, and health care providers
- Evaluation and follow-up of ill and injured students
- Classroom instruction and staff in-services on health issues.

IMMUNIZATION REQUIREMENTS

Students will not be permitted to attend school or extra-curricular activities unless all immunization requirements by section 3313.671 and 3701.13 of the Ohio Revised Code are met.

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

Specific questions regarding immunizations may be directed to the Health Services Dept. (440-846-4137).

TRANSFERS, WITHDRAWALS

All registrations will take place at the Strongsville Administrative Offices, 18199 Cook Avenue. Please call 440-572-7048 to make an appointment. Parents of students transferring or withdrawing to any other school in or 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.

EXPECTATIONS FOR FIFTH GRADE BAND/ORCHESTRA STUDENTS:

- Band and Orchestra students will attend a weekly instrument lesson **and** a full ensemble (full band and full orchestra) class each week.
- Students will attend scheduled performances throughout the school year.
- Students who do not have their instrument or music on their lesson day will **still** attend their instrument lesson or full ensemble class.
- Fifth grade band and orchestra is a full year commitment that concludes at the end of May.
- Students may not change instruments during the year, and any instrument switches after fifth grade must be teacher-approved.
- Students will need an instrument, lesson book, and designated instrument-specific accessories.
- Students are expected to practice their instrument at home on a regular basis.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Directory information includes:

- Student's name; photograph/image
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Height and weight if a member of an athletic team
- Dates of attendance
- Grade level
- Date of graduation or awards received
- School email accounts

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information: upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found within this handbook.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to Strongsville City Schools, Treasurer, 18199 Cook Avenue, Strongsville, OH 44136. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

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

Consistent with the PPRA and board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact Strongsville City Schools, Treasurer to inspect such materials.

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

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
- B. The administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-4605
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Strongsville City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Strongsville City Schools 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 Strongsville City Schools 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 production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, 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, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

Strongsville City Schools Notice for Directory Information

If you do not want Strongsville City Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 30 of each school year. Strongsville City Schools has designated the following information as directory information:

- Student's name; photograph/image
- Address
- Telephone listing
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- School-assigned e-mail accounts for the limited purpose of facilitating students' registration for access to various online educational services

Reference: Strongsville City Schools Board of Education Policy 8330

¹ These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Strongsville City Schools
Notification of Rights under FERPA
For Elementary and Secondary Schools

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal or Director of Pupil Services a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal or Director of Pupil Services, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Reference: Strongsville City Schools Board of Education Policy 8330

Strongsville City Schools
Notification of Rights Under the
Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of—

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum..

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Strongsville City Schools has adopted a policy (Strongsville City Schools Board of Education Policy 2416), in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Strongsville City Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Strongsville City Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Strongsville City Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

The information in this handbook is based on the laws governing schools in Ohio. In the case of any discrepancy between the information in the handbook and the law as it exists from time to time, the law will govern.

EQUAL OPPORTUNITY

The Strongsville Board of Education is an equal opportunity employer and does not discriminate on the basis of sex, race, religion, age, disability, handicap or national origin in employment, and in the educational programs and activities that it operates.

District Compliance Officers

The Board designates the following individuals to serve as the District's Compliance Officers (Cos).

Jennifer Pelko
Assistant Superintendent
440-572-7037
18199 Cook Ave., Strongsville, OH 44136

Andy Trujillo
Director of Student Services
440-572-7045
18199 Cook Ave., Strongsville, OH 44136

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access.

Additionally, COs are responsible for discussing concerns related to unlawful harassment, to assist students, staff, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process. COs accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District.

Title IX

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Assistant Superintendent
440-572-7040
18199 Cook Ave., Strongsville, OH 44136
TitleIX@scsmustangs.org

Director of Student Services
440-572-7044
18199 Cook Ave., Strongsville, OH 44136
TitleIX@scsmustangs.org

Reports can also be made using the Stay Safe Speak Up website and hotline.