

CUYAHOGA VALLEY CAREER CENTER

Serving the school districts of: Brecksville-Broadview Heights • Cuyahoga Heights • Garfield Heights • Independence • Nordonia Hills • North Royalton • Revere • Twinsburg

June 2023

Dear Parent/Guardian of Cuyahoga Valley Career Center Students:

We are looking forward to the 2023-2024 school year. I would like to welcome you and let you know that the staff at CVCC is excited about the upcoming school year and are looking forward to working with you.

The first day of school for all students is **Wednesday, August 23, 2023**. The school day is from 7:45 AM-10:45 AM for the morning session, and the afternoon session is from 11:30 AM-2:30 PM. All students and visitors to CVCC should enter the building through the main entrance located at the east end of the north parking lot.

Students are expected to ride the bus provided by their associate school district (please contact your high school office for departure times). It is important to remember that regular attendance along with a positive attitude and good study habits will enhance our ability to help your student build a strong foundation of skills for furthering their education and/or entering the work world. **Please report all absences by calling the attendance office at 440-746-8288.**

Student parking permit applications for the 2023-24 school year will be available on the CVCC website beginning Tuesday, August 1, 2023 at www.cvccworks.edu, under the High School/Resources/Documents and Forms page. There will be no charge for a student parking permit for the 2023-2024 school year. The Program Fee for the CVCC Program you are enrolled in must be paid prior to submitting the online student parking permit application.

In the event of an emergency at CVCC a TEC phone message will be sent out using the contact information you have provided for your student. Please be sure that all contact information is up to date.

With inclement weather approaching and the possibility of school being delayed or closed, CVCC will notify local television and radio stations. You will also receive a phone message from CVCC notifying you that school is closed. For more information you may call 440-526-5200 for a recorded announcement of CVCC cancellations. Before Cuyahoga Valley Career Center will cancel classes we generally need five of the eight associate schools to be cancelled. If classes at the associate school your student attends are cancelled, your student is excused from attending CVCC that day. If your student's school is not in session for any other reason than inclement weather, busing to CVCC will be provided and your student will be expected to attend CVCC. Please contact your transportation department for more information.

Each student will be issued a Student Handbook on the first day of school explaining school policies and procedures. Students are asked to bring this home for parent review. The handbook is also available on the High School/Resources/Documents and Forms page on the website. Please review the Public Notice section of the handbook as well as the Dress Code and Student Conduct. Along with the Student Handbook, the instructor will issue several forms including the medical emergency form to your students. **These forms are very important and need to be signed and returned within the first week of school.** If you have moved or changed any information from your original application, please notify **the Admissions Office at 440-746-8216.**

Please note that username and password codes for **Progress Book** will not be available until after the third week of school. Code information will be distributed to your student by the program instructor. If your student attended CVCC last year, your Progress Book Username and Password will remain the same.

Many of our programs require a Chromebook. Chromebooks will be distributed during the first week of school. For those students that will receive a Chromebook, an enclosed **Student/Parent Device Agreement Policy form will need to be signed in order to receive a Chromebook. Programs are listed on the back of the device form. We have also included a Student Technology Acceptable Use and Safety Agreement Form that must be signed.**

Class fees are due prior to the start of school, August 23, 2023. Class fees can be paid online beginning July 1, 2023 on the High School/Resources/Shop page on the website or in the Treasurer's Office at CVCC. Phone: 440-746-8276.

Students in *Building & Property Maintenance, Cosmetology, Culinary Arts, Dental Assisting, Health Careers, Heating & Air Conditioning, Hotels & Resorts, and Medical Administrative Specialist* programs have specific uniform requirements and will need to place an order with The Uniform Guy.

The Uniform Guy will be at CVCC to take orders and measurements on the following dates:

| | | |
|--|---------------------------|--|
| Tuesday, June 27th | 1:00 PM – 7:00 PM | The Uniform Guy <u>Phone:</u> 330-605-9204 |
| Wednesday, June 28th | 11:00 AM – 5:00 PM | 1910 Whipple Ave. NW |
| Wednesday, July 5th | 1:00 PM – 7:00 PM | Canton, OH |
| Thursday, July 6th | 11:00 AM – 5:00 PM | <u>Website:</u> www.theuniformguy.com |
| | | <u>Email:</u> info@theuniformguy.com |

The Uniform Guy Pick Up (if ordered in June) –in the Cafeteria

Tuesday, August 8th from 11:00 AM - 7:00 PM or Thursday, August 10th from 11:00 AM - 7:00 PM

Students in *Auto Body, Auto Service, Construction Trades, Power Equipment, Success Academy* and *Transportation Systems* programs will be fitted for their uniform (which is included in class fees) the first week of school. Students in *Electrical Systems* and *Machine Technology* will be fitted for their uniforms during the first week of school.

Fire & EMS Academy students will need to purchase their uniforms through Shuttlers Uniform, Inc. located at 1850 Snow Road in Parma. Phone: 216-739-9600.

Students in all other programs will be required to purchase CVCC Campus Wear online beginning July 1, 2023 (High School/Resources/Shop page on the website). Campus wear online orders will be available for pick up at CVCC on Tuesday, August 8th and Thursday, August 10th from 11:00 AM to 7:00 PM, or the first day of school.

Beginning the first day of school students will be required to wear the proper campus wear each day for their program. After classes begin, additional campus wear will be available for purchase in the Sales & Service School Store on Level 4.

The 2023-2024 Household Information Survey referencing the lunch program will be mailed home in July and will also be available on our website on the Documents and Forms page under High School/Resources

Please check the CVCC website throughout the year for information. Click on the High School tab, then Resources, then Documents and Forms and you will have access to all documents and forms including the School Calendar and a list of the CVCC Calendar Key Dates The program pages are under the Programs section under High School. If you have any questions or concerns, please feel free to contact me at 440-746-8281.

Sincerely,



Michael W. Hall
Principal



CUYAHOGA VALLEY CAREER CENTER

2023-2024

| July 2023 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | Sa |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

7/4 - Independence Day

| August 2023 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | Sa |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |
| | | | | | | |

8/21-8/22-Teacher In-Service -NO STUDENTS
8/23- FIRST DAY OF SCHOOL

| September 2023 | | | | | | |
|----------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | Sa |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | |

9/4- Labor Day - NO SCHOOL
9/18- Teacher In-Service-NO STUDENTS

| October 2023 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |
| | | | | | | |

10/11-10/12-Evening Conferences
10/13-Non-Calendar Day/NEOE-NO SCHOOL

| November 2023 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | Sa |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |
| | | | | | | |

11/7-Teacher In-Service-NO STUDENTS
11/22-Non-Calendar Day -NO SCHOOL
11/23-11/24-Thanksgiving Break-NO SCHOOL

| December 2023 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | Sa |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

12/25-1/5-Winter Break-NO SCHOOL

| January 2024 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | Sa |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |
| | | | | | | |

12/25-1/5-Winter Break-NO SCHOOL
1/15-Martin Luther King Day-NO SCHOOL
1/19 Teacher In-Service-NO STUDENTS

| February 2024 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | Sa |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | | |
| | | | | | | |

2/19-Presidents' Day-NO SCHOOL

| March 2024 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | Sa |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

3/12-Teacher In-Service Day- NO STUDENTS
3/25-4/1-Spring Break-NO SCHOOL

| April 2024 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | Sa |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |
| | | | | | | |

3/25-4/1-Spring Break-NO SCHOOL

| May 2024 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | Sa |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| | | | | | | |

5/27-Memorial Day-NO SCHOOL

| June 2024 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | Sa |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

6/4-Last Day for Students
6/5-Last Day for Teachers
6/19-Juneteenth



Teacher Inservice Day - NO STUDENTS



Non-Calendar Day - NO SCHOOL



End of Grading Period - School in Session



Holiday - NO SCHOOL



Return to School



Evening Conferences

Note: Ohio Revised Code requires 177 days of student contact. When CVCC must be closed for more than 3 days of student instruction, the days missed will be made up in June, beginning with the first day after the end of the grading period. Additional Cosmetology make-up will also occur at this time.

GRADING PERIODS

| | |
|-----|----------|
| 1st | 45 |
| 2nd | 44 |
| 3rd | 43 |
| 4th | 45 |
| | 177 days |

Board Approved: March 22, 2023



Student / Parent Device Agreement Policy

Devices and all peripherals that have been issued to students is the property of Cuyahoga Valley Career Center. 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 Technology Acceptable Use Policy for Students:

- Each device is assigned to an individual student. Students should never “swap” or “share” their device with another student, friend, or sibling.
- The username and password that is assigned is private; use by anyone other than yourself creates a security risk to your files. If you forget your password or wish to change it, please see your teacher.
- Use of the device for anything other than school related activities associated is prohibited. Taking photos or video with this device should only be done for instructional purposes as directed by the teacher.
- Students are expected to bring their device to school each day, fully charged.
- Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screen savers, backgrounds, and or pictures are prohibited.
- The District has the right to randomly inspect any device, application, or peripheral device on a regular basis. 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.
- Students are not allowed to modify the device in any way that may interfere with the original configuration as intended by the district. This includes decorating the exterior of the device with stickers or anything that may be difficult to remove once returned to the district.
- If the device is lost, damaged, or stolen, the parent assumes all responsibility associated with replacing the device if it is not returned upon request.
- Appropriate and responsible use is expected of all users. Violation of any policies or procedures outlined in the Computer Network / Internet User Policy or the District NEOLA policy will be subject to the appropriate disciplinary action.

I am in agreement with the policies listed above, and allow my child to receive a device from the district.

Date: _____

CVCC Program: _____

Parent Name: _____

Parent Signature: _____

Student Name: _____

Student Signature: _____

I am not in agreement with the policies listed above and do not want my child to receive a device from the district.

Date: _____

Parent Name: _____

Parent Signature: _____

Programs that will be receiving Chromebooks at CVCC

Auto Service Technology

Construction Trades

Dental Assisting

Education Professions

Electrical Systems

Fire & EMS Academy

Health Careers

Heating and Air Conditioning

Medical Administrative Specialist

Power Equipment Technology

Sport Medicine Exercise Science

Transportation Systems



Student Technology Acceptable Use and Safety Agreement

To access and use District Technology Resources (see definition in Bylaw 0100), including a school-assigned e-mail account and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of District Technology Resources is a privilege, not a right. The Board of Education's Technology Resources, including its computer network, Internet connection and online educational services/apps, are provided for educational purposes only. Unauthorized and inappropriate use will result in loss of this privilege and/or other disciplinary action.

The Board has implemented technology protection measures that protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students using District Technology Resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of the Resources.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using District Technology Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of District Technology Resources.

Please complete the following information:

Student User's Full Name (please print): _____

School: _____ **Grade:** _____

CVCC Program: _____

Parent/Guardian Name: _____

(see reverse side)

Parent/Guardian

As the parent/guardian of this student, I have read the Student Technology Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations. To the extent that proprietary rights in the design of a web page, site, service or app hosted on Board-owned or District-affiliated servers would vest in my child upon creation, I agree to assign those rights to the Board.

Please check each that applies:

- ☐ I give permission for the Board to issue an e-mail account to my child.
- ☐ I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- ☐ I give permission for the Board to transmit "live" images of my child (as part of a group) over the Internet via web cam.
- ☐ I authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

Parent/Guardian's Signature: _____ Date: _____

Student

I have read and agree to abide by the Student Technology Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of District Technology Resources, I agree to communicate over the Internet and through the Technology Resources in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Signature _____ Date: _____

Teachers and building directors are responsible for determining what is unauthorized or inappropriate use. The director may deny, revoke or suspend access to and use of the Technology Resources to individuals who violate the Board's Student Technology Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

CUYAHOGA VALLEY CAREER CENTER



Department of Food Service
8001 Brecksville Road
Brecksville, OH 44141



Dear Cuyahoga Valley Career Center Parents,

June 2023

Our school district has partnered with MySchoolAccount.com to bring you an online service to prepay your student's meal account. This service offers you the ability to monitor your child's meal purchases, track what your child has been eating for the past 30 days, make deposits directly into their meal accounts, transfer funds between students and have an email reminder sent to you when an account balance gets low. Student debit account deposits can be made through ACH payments. Each child's account will be updated nightly so that account balance information and payments will be current the following day.

In order to take advantage of this service, you will need to create a parent account. This requires you to:

1. Go to www.myschoolaccount.com.
2. Click "Create Account" on the top menu bar.
3. Fill in the required information on the "Parent Account Sign-Up page."
4. Choose Cuyahoga Valley Career Center from the "School District" drop down menu.
5. Create a User ID and Password
6. Click the "Accept" box, and then click "Signup." An email will be sent to your email address that will contain a "verification code."

After you receive the "verification code" you may begin to add your child's information. To do this, you will need to:

1. Go to www.myschoolaccount.com and login using your previously created user ID and password.
2. Enter the "verification code" to verify your account and email address.
3. Begin adding your child's information according to the guidelines provided. **You will need each child's student ID numbers.** For student ID number, please call Tina Klik at 440-746-8323, or the High School Office at 440-746-8216.
4. After the student is added you will be able to view the lunch account activity and make payments to the student lunch account.

Note: A parent account can be linked to many children, but a child can only be linked to one parent. The account you establish is only for students attending Cuyhoga Valley Career Center.

We urge you to take full advantage of this system by making deposits into your child's account on a weekly, monthly, or annual basis. You are free to choose the amount of each deposit.

Note: There will be a per transaction convenience fee of \$2.00 associated with each deposit.

Any money that is not spent by the end of the school year will be available the following school year. Those students that graduate or leave the school with a balance will be eligible for a refund. If you have any questions about this or any other food service program, please contact the Business Office at 440-746-8323.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Michael McDade', with a stylized flourish at the end.

Michael McDade
Business Manager

Questions regarding the www.myschoolaccount.com service should be directed to:
support@myschoolaccount.com.

"this institution is an equal opportunity provider"

Cuyahoga Valley Career Center

Food Service Department POS (Point of Sale System) FY 23 - 24

Q: What is "POS" System?

A: The Point of Sale System is a computerized debiting system that allows parents to pay for student lunches in advance and the ability to monitor what their student is eating.

Q: How does it work?

A: Simply choose a dollar amount to deposit. These funds will be deposited into a debit account for your student to use at lunchtime.

Q: How does my student use his/her account?

A: In the cafeteria by each cashier station there will be a biometric scanner to read each student's finger scan. That will prompt an account balance. The food service cashier will enter on a touch screen computer terminal what has been purchased and the program automatically subtracts and computes the current balance.

Q: What is a biometric image of my student's finger and how is the image made and stored?

A: The identification of students is done with a biometric finger-imaging device. The device converts the finger image into a numbered pattern that is then stored for future identification at the point-of-service unit. This system is NOT associated with fingerprints. It CANNOT be used to identify students by lifting fingerprints and comparing them with the digital finger image. The fingerprint is NOT stored in the computer. This is a positive identification system, only your student can access his/her accounts.

The Food Service Department will register the image of your student's index fingers. This will only have to be done once while your student is enrolled in CVCC. The information stored on the POS System is only for use by this software in the Food Service Department. This is a closed system and there are several layers of security built into this software and the school district's network. We are planning to scan new students' fingers when Chromebooks and uniforms are picked up in August. There will be another opportunity to do so on the first week of school. **If you do not want your student's finger to be scanned, please put your request in writing and return directly to the Office of Facilities & Operations before August 7, 2023**

The address to send your request is:

**Cuyahoga Valley Career Center
Business Office
8001 Brecksville Road
Brecksville, OH 44141**

Q: Will cash still be accepted?

A: Yes, but it is not encouraged. The goal is to eliminate the need for students to carry cash for lunch.

Q: What happens when my account runs low?

A: The cashier will hand the student a preprinted payment envelope, indicating that the account is getting low. In addition, a phone message will be sent to the household via the CVCC's Education Connection system and parents can sign up for low account balance emails on (www.myschoolaccount.com) to automatically get alerted when their balance gets below the threshold they set.

Q: How do I put money in my student's account?

A: There will be **five** primary ways to deposit money into your student's account:

1. **You can send a check or money order to the school office with your student.** Please use the pre-printed envelopes available in the school cafeteria. Please make the check payable to **CVCC Food Service**. Include your student's ID number or student name, program and grade on your check or money order. An envelope will be given to the students as their balances fall to or below \$5.00. Payments will not show on accounts until the following business day so please plan accordingly. **Please contact Tina Klik in the Business Office for your child's ID number at (440) 746-8323.**
2. **You can mail a check or money order to the school office.** Please make the check payable to **CVCC Food Service**. An envelope will be given to the students as their balances fall to or below \$5.00. Include your student's ID number or student name, program and grade on your check or money order. The envelope has the preprinted address. Payments will not show on accounts until the following business day so please plan accordingly.

3. **You can make payment with a transfer of money from your checking account to the student's lunch account via ACH draft through the Food Service Solution's website (www.myschoolaccount.com).** You will need to create a parent account the first time you visit the site. You will also need your student's student ID number to list them under your account. There will be a \$2.00 bank fee per transaction applied for this method of payment. Payments made online should post to your student's account within a few minutes.
4. **You can make credit card payments on-line through the Food Service Solution's website (www.myschoolaccount.com).** You will need to create a parent account the first time you visit the site. You will also need your student's student ID number to list them under your account. There will be a \$2.00 transaction fee applied each time this method of payment is used. Payments made online should post to your student's account within a few minutes.
5. **Cash payments will be accepted at the lunch line or the Treasurer's Office.** If you provide your student cash for pre-purchasing lunches, please indicate on the blue lunch envelope their name, identification number, program and the amount enclosed at the time of deposit.

Q: How can I be sure my student is only buying lunch with the money I deposit?

A: Unless you let us know otherwise, your student may use the money on his or her account to buy any food/beverage item we sell. You can make requests to place a purchasing restriction on your student's account by contacting the Food Service Department at 440-746-8291.

Q: How do I know what my student is eating?

A: You will be able to view up to a month's worth of transactions by viewing your student's transaction history page on www.myschoolaccount.com; there is also a link on myschoolaccount.com to download a mobile app for iPhone or Android.

This will allow you to view all of the transactions, including payments that have been made within the last 30 days of your student's account. You will need to create a parent account the first time you visit this site and you will need your student's student ID number. You can also request information from the Food Service Department at 440-746-8291.

Q: My student receives a lunch at a 'reduced' or 'free' rate. How will this work?

A: All information regarding students receiving a free or reduced lunch is downloaded into the system and the account will be set up as the others. All students will access their accounts in the same way, so students qualified for free or reduced lunch cannot be identified by anyone other than the food service cashier. A parent may choose to put money into the student's account for a la carte use. If a parent only wants the money deposited used for reduced lunches please indicate this to the Food Service Department at 440-746-8291.

Q: What if I move and have money in the system?

A: You may request a refund by providing a written request to the food service department.

Q: What happens at the end of the school year?

A: Funds in the account will be rolled over to the next year and if need be can be refunded by providing a written request to the food service department.

Q: Can I place a restriction on my student's account?

A: Yes you can. Please mark the deposit envelope (available at the cafeteria) with "lunch only" and your funds will only allow your student to buy lunch. No a la carte items can be purchased (this includes water) once this restriction is placed into the system. The lunch consists of the daily menu selections and milk. The lunch menu is available on the school's webpage.

Q: What if my student has an allergy?

A: Please contact the food service department. An alert message will be added to your student's account so that we may caution your student from purchasing foods containing potential allergens.

Q: What is an ala carte item?

A: An a la carte item is any beverage, alternate side dish, extra entrée, cookie, or snack that is not included with the lunch of the day. Daily lunch includes an entrée, sides of fruit, vegetable, and one milk. If additional milk is purchased, it is considered an a la carte extra. If your student packs a lunch and only purchases milk this is an a la carte item. Please call the food service department with questions at 440-746-8291.

"this institution is an equal opportunity provider"

Don't wait until it's too late.



Report Bullying or Safety Issues

**Cuyahoga Valley Career Center
Anonymous Bully/Safety Tip Line
440-746-8201
cvccworks.tipline.info**

Restraint and Seclusion, Positive Behavior Intervention and Supports (PBIS) in Ohio Schools.

What Parents Need to Know

#EachChildOurFuture



Does This Law Apply to all Students?

This law applies to all K-12 students, both general education students and students with disabilities, and requires using proven practices to reduce and eliminate restraint and seclusion practices.

As of September 2021, Ohio [law](#) requires school districts to provide yearly notice to parents about their procedures related to the requirements of positive behavior intervention and supports (PBIS) and the emergency use of physical restraint and seclusion, including the local complaint process. Part of this law requires that parents in Ohio's public schools must be given the following information at least one time per year.

What is the purpose of this law?

The purpose of this law is for Ohio school districts to provide behavior supports and training to reduce and eliminate the need for emergency physical restraint and seclusion. The law requires that Ohio school districts:

- Implement PBIS in all (K-12) schools across the district.
- Provide student personnel with professional development about PBIS.
- Deliver specific training on ways to prevent the use of restraint and seclusion and safe restraint and seclusion practices when needed for emergencies.



Ohio | Department of Education

This Document was developed by The Ohio Department of Education Office for Exceptional Children in collaboration with the Ohio Coalition for the Education of Children with Disabilities

Positive

Teaching students the behaviors the school wishes to see (school-wide behavior expectations) and the skills needed to demonstrate the behavior expectations

Behavior

Acknowledging and reinforcing expected behaviors

Intervention

Creating a safe and supportive environment that guides positive behavior choices

Supports

Developing organized levels (tiers) of interventions and supports to provide the behavior assistance each child needs to be successful



What is PBIS and how does it apply to my child?

Positive Behavior Intervention and Supports (PBIS) is a process schools use to create a consistent approach for teaching and supporting positive behavior. PBIS is designed for all students and is applied in all areas of the school including the classroom, hallway, lunchroom, restroom and recreation spaces. PBIS helps to prevent or reduce challenging and unsafe behaviors that can lead to the emergency use of restraint and seclusion. The PBIS framework includes the above practices.

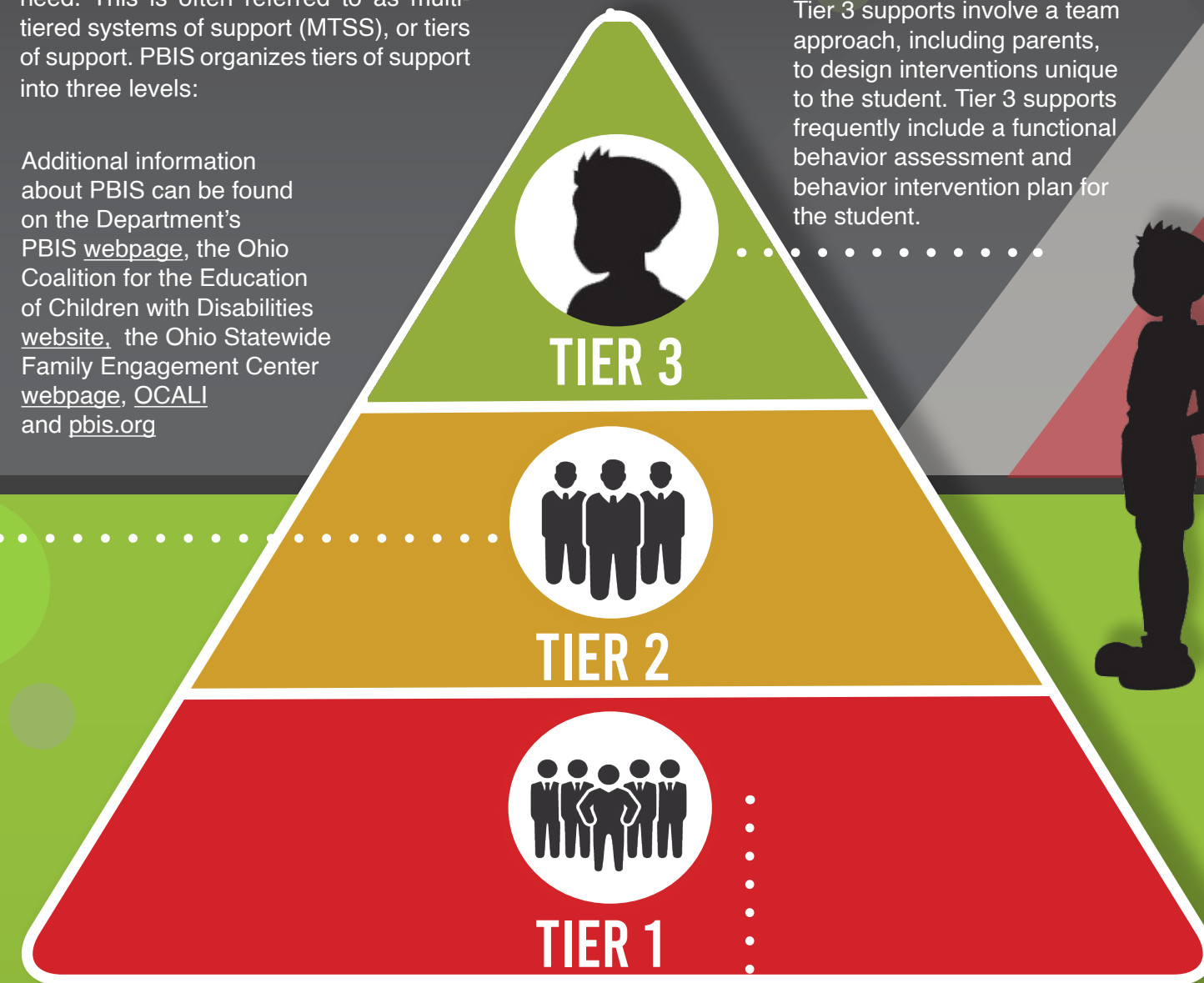
Do you suspect your child has a disability?



Multi-Tiered Systems of Support (MTSS)

A key practice of PBIS is offering tiers of support to match each child's level of need. This is often referred to as multi-tiered systems of support (MTSS), or tiers of support. PBIS organizes tiers of support into three levels:

Additional information about PBIS can be found on the Department's PBIS [webpage](#), the Ohio Coalition for the Education of Children with Disabilities [website](#), the Ohio Statewide Family Engagement Center [webpage](#), [OCALI](#) and [pbis.org](#)



Individualized Supports

A few students are provided individualized supports based on their specific needs, in addition to Tier 1 and Tier 2 supports. Tier 3 supports involve a team approach, including parents, to design interventions unique to the student. Tier 3 supports frequently include a functional behavior assessment and behavior intervention plan for the student.

Targeted Supports

Some students are provided more instruction and opportunities for practicing behavior skills in addition to Tier 1 supports. Schools often provide Tier 2 supports to groups of students with similar needs.

Universal Supports

All students are taught the school-wide behavior expectations and the skills associated with the behavior expectations.

Physical Restraint

Restraint is the use of direct physical contact to prevent or restrict a student's movements.

- Staff must ensure the student's breathing is not restricted.
- Staff may not hold the student face down (in the prone position).

Seclusion

Seclusion is confining (or keeping) a student in a room or space to ensure safety of the child and others while being observed by an adult.

- There must be continuous observation by school staff.
- The room or area must not be locked.
- The space must provide adequate space, lighting, ventilation, and protect the safety and dignity of the student.



Physical restraint or seclusion can only be used in emergency situations

when other interventions have failed and there is great risk to the safety and well-being of the student or others. It cannot be used for staff convenience, as a form of discipline or punishment or as a substitute for something less limiting or restrictive. The use of physical restraint or seclusion may never be used for preschool students.



Prohibited Practices

- Mechanical or chemical restraint
- Face down (Prone) restraints
- Corporal Punishment
- Depriving the child of basic needs and anything that is considered child abuse
- Anything that restricts breathing
- Any intentional use of substances, activities, or items that cause physical pain or extreme discomfort



Information about physical restraint and seclusion:

If my child is physically restrained or secluded, how will I be informed?

If your child is physically restrained or secluded, the school will do the following:

- The school will call or electronically notify you immediately following the incident.
- The school will send to you a written report within 24 hours of the incident.



What if my child's behavior does not improve or I have concerns about the use of physical restraint or seclusion with my child?

If you have concerns about your child's behavior or interventions being used to address the behaviors, you should contact the school administrator(s), teacher or school counselor and ask to schedule a meeting. Parents of a child with a disability can call an Individualized Education Program (IEP) meeting.

If you suspect your child may be a student with a disability, you should ask your school to evaluate your child's needs for special education services. [Requesting an initial evaluation letter writing template.](#)

If your child has three or more incidents of restraint or seclusion, your school district is required to meet with you to discuss whether a functional behavioral assessment (FBA) or behavior intervention plan (BIP) is needed, or if an existing FBA or BIP needs revised. The school will be able to share with you what interventions it has tried and how your child has responded to those interventions. Together, you can discuss an intervention plan to help reduce the use of emergency restraint and seclusion.

What should be discussed with the school during the meeting about my child's behaviors?

Some questions you may want to ask the school include:

- When is the behavior occurring?
- What is happening before my child's behavior escalates?
- What positive behavior interventions and supports have been tried with my child?
- How did my child respond to each of these interventions and supports?
- Is there a staff member my child has a positive relationship with? Can this relationship be incorporated into the interventions?
- What can we do at home to help my child be successful at school?
- What training do staff receive for crisis management and de-escalation?
- Were the staff involved in the incidents with my child trained in crisis management and de-escalation?

What if I have a complaint about a restraint or seclusion that occurred with my child?

A Parent may file a written complaint to the District Superintendent to initiate an investigation by the school district. Parents also have the option to report concerns to other public agencies, such as law enforcement, the county department of Child Protective Services (Job and Family Services), or the Office of Professional Conduct within the Ohio Department of Education (Department). Additionally, a parent may file a [complaint](#) with the Department's Office for Exceptional Children. If a parent needs support with this they can reach out to [The Ohio Coalition for the Education of Children with Disabilities](#) or [Disability Rights Ohio](#). The District should provide information regarding how to file a complaint with the superintendent, other agencies or the Department.

[Requesting an IEP Meeting Template](#)

Where can I find a copy of the State Regulation discussed in this notification?

This regulation can be found on the Ohio Department of Education [website](#). The regulation can also be found on the Legislative Service Commission [website](#). The District should be able to help direct parents if they are unable to access it.



#EachChildOurFuture Resources

[Restraint and Seclusion: Resource Document, U.S. Department of Education, May 2012.](#)

[Fact Sheet: Restraint and Seclusion of Students with Disabilities, U.S. Department of Education, December 2016](#)

[Dear Colleague Letter: Restraint and Seclusion of Students with Disabilities, U.S. Department of Education, December 28, 2016](#)

[Positive Behavioral Interventions and Supports, OSEP Technical Assistance Center](#)

www.ocali.org

www.oecd.org

www.disabilityrightsohio.org

Ohio Administrative Code 3301-35-15