



Maple Heights City Schools

Board of Education

14605 Granger Road
216-587-6100

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Pamela D. Crews, Vice President
Lori Chick, Member
Robert F. Dober, Member
Nicholas R. Dorsey, Member

Charles T. Keenan, Superintendent
Christopher D. Krause, Treasurer

Raymond Elementary School

18500 Raymond Street
216-587-6135

Attendance Line (choose option 4)

Tara Scott, Principal
Special needs Pre-school,
Kindergarten, Grade 1
8:45 a.m. – 3:45 p.m.

Rockside Elementary School

5740 Lawn Avenue
216-587-6140

Attendance Line (choose option 4)

Alicia Lenczewski, Principal
Grades 2 and 3
8:45a.m. – 3:45 p.m.

Stafford Elementary School

19800 Stafford Avenue
216-587-6145

Attendance Line (choose option 4)

Susan Harvey, Principal
Grades 4 and 5
8:17 a.m. – 3:15 p.m.

Dunham Elementary School

5965 Dunham Road
216-587-6125

Attendance Line (choose option 4)

Zelina Pames, Principal
Grade 6 and Preschool
8:17 a.m. – 3:15 p.m.

Milkovich Middle School

5460 West Boulevard
216-587-3200

Attendance Line (Ext. 2999)

Tracy Williams, Principal
Grades 7 and 8
7:40 a.m. – 2:35 p.m.

Maple Heights High School

5500 Clement Drive
216-587-3200

Attendance Lines:

F/A (Ext. 1041), Com 1 (Ext. 1050)
Com. 2(Ext. 1009), Com 3 (Ext. 1008)
Wayne Marok, Principal
Grades 9-12
7:45 a.m. – 2:55 p.m.

STUDENT CODE OF CONDUCT 2009 - 2010





Maple Heights City Schools

STUDENT CODE OF CONDUCT

STUDENT CONDUCT

There shall be a student code of conduct. The Maple Heights Board of Education hereby delegates to the Superintendent, the responsibility and authority to promulgate and publish a student code of conduct for each school year. The student code of conduct shall become effective each year when presented to the Board at any regular or special meeting or as updates are needed.

The Board further delegates to school officials the authority to enforce district policies, regulations, procedures, and school rules governing student conduct. The student code of conduct shall define acts of behavior for which a student may be suspended and/or expelled from school or other forms of disciplinary action.

Students and/or parent(s), guardian(s), or custodial parents(s), annually receive, as soon as practically possible at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The Board directs the administration to make all students aware of the student code of conduct.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

Maple Heights City Schools celebrates and rewards safe, respectful and responsible behavior in its schools. We believe that when students are aware of what is expected of them and the consequences of misbehavior are made clear, the great majority of our students will choose to make wise choices.

However, when a student fails to meet expected standards of behavior, the student will be held accountable for his or her behavior. The Maple Heights City School's Code of Student Conduct enables students, families and staff to learn expectations for positive behavior and disciplinary actions that may be taken as a result of misbehavior.

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the district must conform to school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violence, disruptive, or inappropriate behavior by its students.

The examples of the offenses listed in The Maple Heights City School's Code of Student Conduct are not intended to be a complete list of offenses that may result in disciplinary action. Any act that disrupts learning and threatens the order and safety of students and the school environment will be considered for disciplinary action.

Administration/Central Office Contact Numbers

SUPERINTENDENT'S OFFICE	587-6100
Dr. Charles T. Keenan, Superintendent	Ext. 3001
Bruce Willingham, Assistant Superintendent	Ext. 3500
ATHLETICS DEPARTMENT	587-3200
Tom O'Connor, Director	Ext. 1070
BUILDINGS & GROUNDS DEPARTMENT	587-3200
Gino Vaccarella, Director	Ext. 1062
CURRICULUM & INSTRUCTIONAL TECHNOLOGY	587-6100
Henry Pettiegrew, Director	Ext. 3401
ENROLLMENT OFFICE	587-3200
Mary Brown, Enrollment/Truancy Officer	Ext. 1030
FOOD SERVICES	587-6100
Rocky Laurie, Director	Ext. 3300
INSTRUCTION & GIFTED EDUCATION	587-6100
Susan Jaroscak, Director	Ext. 3401
PERSONNEL DEPARTMENT	587-6100
Bruce Willingham, Assistant Superintendent	Ext. 3500
SECURITY SERVICES	587-3200
Richard Richey, Director	Ext. 1035
SPECIAL PUPIL SERVICES	587-3200
Cindy Caudill, Director	Ext. 1020
TRANSPORTATION DEPARTMENT	587-3200
Tina Perko, Director	Ext. 1061
TREASURER'S OFFICE	587-6100
Christopher Krause, Treasurer	Ext. 3100
TREEHOUSE CHILD CARE PROGRAM, VIRTUAL LEARNING ACADEMY (VLA) and CAREER & TECHNICAL EDUCATION	587-6100
Marcia Michalak, Director	Ext. 3600

The items in this Code are applicable to all students when properly under the authority of school personnel, during a school activity, function, or event whether on property owned, rented, or maintained by the Maple Heights City School District Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited conduct takes place while on property immediately adjacent to school property, within the line of sight of school property, on school transportation, or off of property owned or controlled by the district, and misconduct that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee, or that affects the operation of the schools.

The student Code of Conduct is made available to students and parents and is posted in a central location within each building, as well as on our district website (www.mapleschools.com).

WHEN THE STUDENT CODE OF CONDUCT APPLIES

1. On school grounds before, during and after school hours
2. At any other time when the school is being used by a school group
3. Off school grounds at a school activity, function, or event
4. Whenever a Maple Heights City School's student represents his or her school
5. On a school bus, a school-sponsored vehicle, or at a Maple Heights City School's bus stop and as it relates to all school/district property and vehicles
6. At all times whenever a student's conduct is related to school or school activities

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include, but are not limited to, detention, deprivation of privileges, parental contact, referral to legal authorities, suspension of driving privileges, Saturday school, alternative school, emergency removal, disciplinary removal, in-school suspension, out-of-school suspension, expulsion, and/or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

Expected Behaviors: Students are expected to:

1. act courteously to adults and fellow students;
2. be prompt to school and attentive in class;
3. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
4. complete assigned tasks on time and as directed;
5. help maintain a school environment that is safe, friendly, and productive;
6. act, at all times, in a manner that reflects pride in self, family, and in the School.

Progressive Discipline: Maple Heights City Schools employs a progressive discipline plan. Students are expected to mature, learn from their mistakes, and improve their behavior over time. Students with chronic behavioral problems who do not improve during

2009-2010 SCHOOL CALENDAR

Students Report (<u>Except kindergarten students</u>).....	Thursday, August 20
First Day for Kindergarten Students	Monday, August 24
Labor Day – NO SCHOOL	Monday, September 7
2-Hour Early Release Day/Staff In-service (All Schools)	Thursday, September 17
2-Hour Early Release Day/Staff In-service (All Schools)	Wednesday, September 30
2-Hour Early Release Day/Staff In-service (All Schools)	Tuesday, October 13
End of First Marking Period (HIGH SCHOOL ONLY)	Thursday, October 15
NEOEA Day/Staff Development – NO SCHOOL	Friday, October 16
Parent/Teacher Conference (HIGH SCHOOL).....	Thursday, October 22
End of First Marking Period (GRADES K-8).....	Friday, October 23
Parent/Teacher Conference (MIDDLE SCHOOL).....	Wed., October 28 and Thurs., November 5
Parent/Teacher Conference (ELEMENTARY)	Thurs., October 29 and Wed., November 4
2-Hour Early Release Day/Staff In-service (All Schools)	Wednesday, November 11
Thanksgiving Recess.....	Wed., November 25 through Fri., November 27
2-Hour Early Release Day/Staff In-service (All Schools)	Tuesday, December 8
End of First Semester (HIGH SCHOOL ONLY)	Friday, December 18
Winter Break	Monday, December 21 through Friday, January 1 (Classes Resume Monday, January 4)
2-Hour Early Release Day/Staff In-service (All Schools)	Wednesday, January 13
End of First Semester (GRADES K-8)	Thursday, January 14
NO SCHOOL.....	Friday, January 15
Martin Luther King Day – NO SCHOOL.....	Monday, January 18
2-Hour Early Release Day/Staff In-service (All Schools)	Tuesday, January 26
NO SCHOOL.....	Friday, February 12
Presidents' Day – NO SCHOOL	Monday, February 15
2-Hour Early Release Day/Staff In-service (All Schools)	Thursday, February 18
End of Third Marking Period (HIGH SCHOOL ONLY)	Thursday, March 4
Parent/Teacher Conference (HIGH SCHOOL).....	Thursday, March 11
End of Third Marking Period (GRADES K-8)	Friday, March 19
2-Hour Early Release Day/Staff In-service (All Schools)	Thursday, March 25
Spring Break	Monday, March 29 through Monday, April 5 (Classes Resume Tuesday, April 6)
End of Marking Period (HIGH SCHOOL ONLY)	Friday, May 7
Memorial Day – NO SCHOOL	Monday, May 31
Students' Last Day	Thursday, June 3
Teachers' Last Day.....	Friday, June 4

NOTICES

INDIVIDUALS WITH DISABILITIES

The Individuals with Disabilities Education Act mandates that every school district in the country develop a system to identify children with disabilities, birth through age 21, who live in their district. Additionally, the Rules for the Education of Handicapped Children, adopted by the Ohio Board of Education, direct that school districts conduct an annual in-school effort to identify and provide services to children with disabilities. Any child who you suspect has a disability should be referred to the child's building principal. The principal will provide additional information about the differentiated referral system.

THE DISTRICT'S 504 COMPLIANCE OFFICER/ADA COMPLIANCE OFFICER

The Board of Education of the Maple Heights City School District does not discriminate on the basis of race, color, national origin, sex, or handicap in its programs and activities. Cindy Caudill, Director of Special Pupil Services has been designated to handle inquiries regarding the non-discrimination policies. Ms. Caudill can be contacted as follows: Maple Heights Schools, Special Pupil Services, 5500 Clement Drive, Maple Heights, 44137 or at 216-587-3200 ext.1020.

THE DISTRICT'S TITLE IX COORDINATOR

The Board of Education of the Maple Heights City School District does not discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Bruce Willingham, Assistant Superintendent, has been designated as the district's Title IX Compliance Coordinator. Inquires regarding compliance with Title IX may be directed to Mr. Willingham as follows: Maple Heights Board of Education, 14605 Granger Road, Maple Heights, 44137 or at 216-587-6100, ext. 3500.

MAPLE HEIGHTS CITY SCHOOLS SUPPORTS THE HIRING AND ADVANCEMENT OF ALL MINORITIES. WE ARE AN EQUAL OPPORTUNITY EMPLOYER WHO FULLY AND ACTIVELY SUPPORTS EQUAL ACCESS FOR ALL PEOPLE, REGARDLESS OF RACE, COLOR, RELIGION, GENDER, AGE, SEX, NATIONAL ORIGIN, DISABILITY OR MILITARY STATUS.

the course of the year will have increasingly more severe consequences. Students involved in the same incident may, therefore, receive different consequences depending on the individual's discipline history. In addition, in the case of a severe misconduct the progressive discipline plan may not be followed.

ADMINISTRATIVE REMOVAL FROM SCHOOL

Administrative action which results in officially removing a student from school is herein after referred to as a suspension or expulsion. This authority is a legal one based on the Ohio Revised Code (ORC 3313.66)

Although due process procedures will be employed in both categories of administrative removal, suspension authority is vested in the Superintendent and the building principal, and may be invoked for a maximum of ten (10) school days for each infraction. Expulsion authority is vested with the Superintendent and may extend up to eighty (80) school days. However, when dangerous weapons are used, the Superintendent may expel a student for one calendar year or exclude the student permanently.

SUSPENSION

Suspension may be imposed when a student:

- a. Has substantially disrupted or interfered with the educational process
- b. Endangers the health or safety of the student or others
- c. Causes damage to property

SUSPENSION PROCEDURES

The Superintendent or the building principal may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct. No period of suspension will be for more than ten (10) school days. Suspension may extend beyond the current school year; if at any time a suspension is imposed and fewer than 10 days remain in the school year, the Superintendent may apply any or all of the period of suspension to the following school year.

The following guidelines will be followed for all suspensions, including those of in-school suspension:

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. Within one school day, a letter will be sent to the parent(s), guardian(s), or custodial parent(s) stating the specific reasons for the suspension and including notice of their right to appeal such action.

4. Notice of this suspension will be sent to the:
 - a. Superintendent or his/her designee
 - b. Student's school record
5. The student will remain suspended for the duration of the suspension until action is taken on the appeal.

EXPULSION

The Superintendent may expel a student for a period not to exceed eighty (80) school days, unless dangerous weapons are used. The Superintendent may expel a student for one (1) calendar year or exclude the student permanently. Expulsion is considered whenever it is determined that such conduct:

- a. Has substantially disrupted or interfered with the educational process or endangered the health or safety of the student or others or damaged property.
- b. Tends to substantially disrupt or interfere with the educational process or endanger the health or safety of the student or others.

EXPULSION PROCEDURE

The Superintendent may expel a student from school for disciplinary reasons outlined in the Student Code of Conduct. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than ten (10) school days, but not more than an eighty (80) school days duration, unless dangerous weapons are used. The Superintendent may expel a student for one calendar year or exclude the student permanently. An expulsion can extend beyond the end of the school year and be applied to the following school year.

The guidelines listed below will be followed for all expulsions:

1. The student and parent(s), guardian(s) or custodial parent(s) will be informed in writing of the potential expulsion and the reasons for the proposed action.
2. The student and parent(s), guardian(s) or custodial parent(s), and/or representative have the opportunity to appear on request before the Superintendent or his designee to challenge the action or otherwise explain the student's actions.
3. This notice will state the time and place to appear which must not be less than three (3) school days nor later than five (5) school days after the notice is given.
4. Within one (1) school day of the expulsion hearing, the Superintendent will notify the parent(s), guardian(s) or custodial parent(s) and the Treasurer of the Board.
5. The notice will include the reason for the expulsion and the right of the student, parent(s), guardian(s) or custodial parent(s) to appeal to the Board of Education or its designee; the right to be represented at the appeal and the right to request the hearing be held in executive session.
6. The student will remain expelled for the duration of the expulsion until action is taken on the appeal.
7. The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

VACATIONS

Students who have been approved by the Superintendent for a family vacation must request assignments that will be missed during the time of absence. This request must be made in writing before the student leaves for vacation. Completed assignments must be returned to the classroom teacher within two days of the student's return to class to assure credit. If these assignments are not completed and turned in, then the excused leave shall be revoked.

STUDENT VEHICLE RIDER RULES & REGULATIONS

1. Vehicle riders MUST keep hands and head inside the vehicle at all times.
2. Loud talking, laughing, and excessive noises are not permitted. ABSOLUTE QUIET when approaching a railroad crossing.
3. Aisles are to be kept clear of books, packages, and other objects.
4. Assist in keeping school bus or vehicle safe and sanitary at all times.
5. Do not throw ANYTHING out of the windows or anywhere in the vehicle. Emergency exit doors and windows are not to be opened unless an actual emergency occurs or at the direction of the vehicle driver.
6. Vehicle riders are not permitted to leave their seats while the vehicle is in motion; no standing, or kneeling on seats.
7. Horseplay is not permitted around or on the vehicle at any time.
8. Damage to seats and equipment must be paid for by the offender.
9. Do not leave books, lunches, musical instruments, or other articles on the vehicle. The Transportation Department can not be responsible for these items.
10. In case of a breakdown, students are to remain on the vehicle unless instructed otherwise by the driver.
11. Vehicle riders are to be courteous to fellow students, the vehicle driver, and people riding in vehicles behind nor adjacent to the school vehicle.
12. Students MUST sit in their assigned seats.
13. Students MUST board and depart bus at the proper bus stop unless a change is authorized by the Superintendent or the Director of Transportation.
14. Entering and exiting buses MUST be in an orderly fashion. The wearing of loose fitting clothing, excess strings, ropes, or hanging straps, is discouraged.
15. No eating, no drinking, no chewing gum, no tobacco products, no matches, no firearms or weapons of any kind are permitted on school buses or vehicles.
16. The vehicle driver is in complete charge of the vehicle AT ALL TIMES and will report all violations and violators of the above rules to the building principal.
17. Chronic offenders will be suspended and/or expelled from the vehicle, and privileges discontinued.

worn. Sheer blouses, dresses or shirts are not to be worn unless a proper undergarment is worn. Hair curlers, combs and picks are not to be worn. Shorts will be allowed throughout the year. Extremely tight fitting garments or short-shorts are not to be worn. Trousers/shorts must be accompanied by a belt and may not be worn low on the hips (sagging).

2. Health and Safety. No style of clothing or hair will be permitted which may present a danger to the health or safety of the individual or to those with whom he/she associates. No item of clothing will be permitted which might damage school property. The hands, hair, face, and body must be clean and neat. Clothes and shoes must be clean and in good repair. Stocking feet, slippers or bare feet are not permitted. Clothing and grooming may be more strictly regulated for health or safety reasons, such as: when working on machinery; in a laboratory; preparing food in a class or lunchroom; or when taking part in certain sports.

3. Prevention of Disruption to Learning Environment. In addition to the preservation of common decency and health and safety, the school must also maintain a suitable learning environment. For this reason, extremely distracting types of dress or hair styles, which may disrupt the educational process, will be prohibited. Head coverings (outdoor type), scarves, hair curlers, combs and picks are not to be worn.

Students have the right to wear buttons, patches, insignias, pins, armbands, etc., as long as they are not defamatory or obscene, or hold any other persons or groups up for ridicule. Decorations must not defame the flag. No garment or patch or insignia is to be worn that has any reference to sex, drugs, alcohol, tobacco, or gang involvement. Sunglasses are inappropriate for school. Cellular telephones, radios, headphones, or other electronic devices are not permitted.

4. Coats and Jackets. Coats, jackets and outerwear are not to be worn in the classroom, study halls, or the cafeteria unless room temperatures warrant extra apparel. The principal will determine if outerwear is appropriate for the temperature of the classroom.

5. Possession and/or use of electronic communicative devices. Possession and/or use of electronic communicative devices is a suspendable offense (Refer to "Misconduct", Section L) and are not to be worn in use or not in use.

TARDINESS

Regular and punctual attendance is necessary for good work. It is also an indication of a student's sense of responsibility and the ability of students to discipline themselves to be where they are supposed to be on time.

Refer to the Parent-Student Handbook in each elementary or secondary building for specific information related to the procedure which addresses tardiness.

MISCONDUCT FOR WHICH SUSPENSION OR EXPULSION MAY BE IMPOSED INCLUDES, BUT IS NOT LIMITED TO:

- A. Academic Dishonesty. A student shall not engage in any act of cheating, plagiarism, or academic dishonesty, including but not limited to the removal and/or changing of any school records.
- B. Distribution or sale of unauthorized materials. A student shall not distribute or sell unauthorized materials on school property.
- C. Dress or Appearance. A student shall not dress in an obscene or suggestive manner or in any fashion that, in the judgment of the administration, is inappropriate because it either interferes with the student's health, safety, or welfare or that of other students, causes disruption of or directly interferes with the educational process, or attracts undue attention.
- D. Failure to Serve School Discipline. Refusing to serve an in-school suspension, Saturday school, or any other form of discipline, misbehavior while serving school discipline, failure to report for an assigned detention, and walking out of the principal's or assistant principal's office while discussing or receiving discipline will not be tolerated. The student may be required to serve the original consequence in addition to further discipline action.
- E. Misuse of Computer. Students shall not use a computer to obtain access to lewd, obscene, scandalous, or other unauthorized information or otherwise misuse a computer or a computer program. Misuse of a computer includes, "sending or displaying offensive messages or pictures; using obscene language; harassing, insulting or attacking others; damaging computers, computer systems or computer networks; violating copyright laws; using another's password; trespassing in another's folder, work or files; intentionally wasting limited resources; employing the network for commercial purposes; and using network and internet access to engage in "hacking" or other unlawful activities." Students and parent/guardian must sign the Maple Heights City School District Student Network and Internet Form before a student can use a district computer.
- F. Participation in Extra-curricular Activities. A student participating in extra-curricular activities shall not violate the rules and regulations contained in the Student Code of Conduct or in the Athletic Code of Conduct.
- G. Prohibited Articles. Any object that, in the judgment of the administration, disrupts or interferes with the educational process or endangers the health, welfare or safety of students or staff is prohibited. This includes, but is not limited to, gambling and gambling related items, PSPs, MP3 players, ipods, radios, tape players, laser pointers, TV sets, cellular telephones and other electronic communication devices.
- H. Punctuality and Tardiness. All students are expected to be on time for school and for each class, unless illness or a delayed school bus prevents timely attendance at school. Student attendance/tardiness will be closely documented and monitored. Students who fail to maintain consistent attendance will receive consequences.
- I. School Buses. A student shall not violate the prescribed rules and regulations for student conduct on school buses.

- J. Throwing of Objects. A student shall not throw any object without authorization, including, but not limited to snowballs.
- K. Truancy/Unexcused Absence. A student shall not be absent from school without parental and school approval.
- L. Cell Phone/Electronic Device Usage. Cellular phones and other electronic equipment shall not be visible, heard, or used at any time on school property. This includes the use of a cell phone to call, text, or email parents/guardians. Students may go to the main office if there is an emergency and a need to contact their parent/guardian. Cell phones must be stored during the school day.
- M. Complicity. A student shall not actively or passively aid, abet, and/or otherwise encourage others to violate the rules contained in the Code of Conduct.
- N. Damage to Property. A student shall not cause or attempt to cause damage, destruction, or defacement to either school property or private property, through improper use or otherwise.
- O. Disruption of School/Disorderly Conduct. A student shall not cause any disruption of any classroom activity or the operation of the school or the educational process and shall not engage in any act that is potentially harmful to the health, welfare and safety of the student himself, other students or staff. This shall also include the incitement of others toward acts of disruption.
- P. False Reports/Forgery. Students shall not make false accusations or give false information on any school forms or correspondence or other communications directed to the school or school personnel. This includes forging names to passes, excuses, or notes.
- Q. Gambling. A student shall not engage in any gambling activities, such as playing or gambling for money or other stakes.
- R. Illegal Possession of Building Keys and/or Unauthorized Entry. A student shall not possess, use, transmit or conceal any building keys without proper authorization or entry any building outside of school hours without permission.
- S. Insubordination/Defiance. A student shall not refuse to comply with reasonable requests, orders and directions of teachers, substitute teachers, teacher aides, administrators, volunteers, or other authorized personnel during any period of time when the student is properly under the authority of school personnel. Insubordination includes but is not limited to:
- Disobedience or disrespect toward any staff member
 - Not serving assigned detentions
 - Not following school rules or proper procedures
 - Not following assigned schedule/being in unauthorized area
 - Chronically tardy to school or class
 - Repeated misbehavior after warning
- T. Intimidation/Harassment/Menacing. A student shall not intimidate, insult, or in any manner abuse or harass, verbally or in writing, any student or staff member. This includes harassment based upon race, religion, national origin, sex or disability.
- U. Profane, Obscene or Vulgar Language/Gestures. A student shall not use profane,

may not receive credit for any semester-long course during that semester without administrative approval by the building principal or per the building-level code of conduct. Any student who has exceeded twenty-four (24) days of absence will not receive credit for the year's work or be promoted without administrative approval by the building principal or per the building-level code of conduct. Acceptable reasons for administrative approval include:

- Proof of hospitalization
- Notes from doctors indicating that the student was under doctor's orders not to attend due to illness
- Proof of court appearance
- Funeral attendance information
- Religious reasons

Without this information, loss of credit is certain.

4. Students with unexcused absences will not be given the opportunity to make up work or gain credit for the school time missed. Unexcused absences include, but are not limited to the following:
 - Expulsion
 - Failure to bring absence notes to school within three days,
 - Truancy from school and/or failure to have medical appointments documented
- Proper documentation from a doctor for extended or excessive absences should be provided within two (2) weeks of the unexcused absence.* After two (2) weeks from the date of unexcused absence or the last date in a series of consecutive unexcused absences, the absence may be permanently recorded as "unexcused".
5. Unexplained absences/truancy cases will be investigated by school personnel.
 6. Students assigned to an in-school suspension are expected to complete and hand in all work assigned on a daily basis; however, this effort to make up work is totally the responsibility of the student.
 7. Students returning from truancy or expulsion will not be given the opportunity to gain credit for work missed.

DRESS CODE

These specific rules were developed to assist students and/or parent(s), guardian(s) or custodial parent(s) in their primary responsibility of setting standards which are appropriate for school. **Students who violate the dress code will be asked to change or a parent/guardian will be called to bring appropriate clothes to the school.** Students who are unable to comply with the aforementioned statement will be retained at school in "in-school detention".

1. Immodest, and/or Indecent Dress. Immodest, and/or indecent dress will not be permitted. When a student's dress is judged to be inappropriate, the school will call the parents to discuss the nature of the problem and how it may be solved. It may be necessary to temporarily remove a student from class until the situation is resolved. Bare midriffs, halters, underwear type "T" shirts or that which gives the appearance of an undergarment, cut-out garments, split skirts and/or extremely short skirts are not to be

2. Determine that the handicapped student is being served appropriately, i.e., that his educational placement is appropriate to his/her needs; and
3. Develop strategies to improve the student's behavior and to avoid further school disciplinary action.

Suspension in excess of ten (10) school days is regarded as a change in placement and disrupts the education of the handicapped student. In the case of recommendation of suspension in excess of ten school days, the Evaluation Placement Team must immediately convene to review the placement and offer recommendation for alternatives. Instruction in the areas outlined on the student Individualized Education Plan must be maintained.

If a student has a Section 504 Plan, the placement team must convene to determine whether or not the behavior is a manifestation of the student's impairment. If the behavior is not, then the student may be suspended in excess of ten school days without providing instruction. If the behavior is determined to be a manifestation of the student's impairment, then instruction must be provided during the suspension.

EXPULSION

Expulsion is also regarded as a change in placement and disrupts the education of a handicapped student. If expulsion is used the Evaluation Placement Team must immediately convene to review the placement and offer recommendations for alternatives. Instruction, as outlined on the Individualized Education Plan, must be maintained. Instruction, as outlined on the Section 504 Plan, must be maintained ONLY if the behavior is a manifestation of the student's impairment.

ABSENCES

Regular and punctual attendance is necessary for good work. It is also an indication of a student's sense of responsibility and the ability of students to discipline themselves to be where they are supposed to be on time. A parent/guardian must notify their child's school's each day your child is absent. Each school has an attendance line which has voicemail that is available 24-hours a day.

The procedure for reporting absences can be found in the Parent-Student Handbook for elementary and secondary students.

In addition to that procedure, the following should be noted:

1. Upon arrival at the school building, no student may leave for any reason unless they have approval from the office. Absences must be reported and documented as indicated in the Parent-Student Handbook for each building.
2. Students must be present at least one-half day in the afternoon to participate in any after-school extracurricular activities on that date, unless the absence has been approved by the principal prior to the event.
3. Any student who has exceeded twelve (12) days of absence during any semester

obscene or vulgar language or gestures at school, on school buses or while engaged in or present at any school sponsored event or activity.

- V. Sexual Harassment. A student shall not sexually harass another student, staff member, or any other person. Sexual harassment may include, but is not limited to:
 - Sexual flirtation, touching, advances, or propositions
 - Verbal or physical abuse of a sexual nature
 - Graphic or suggestive comments about an individual's dress or body
 - The use of sexually degrading words to describe an individual
 - Displaying sexually aggressive objects or photographs
 - Sexually explicit or obscene jokes
- W. Trespassing/Leaving School Property. A student shall not trespass on district property or leave school property or assigned area prior to specified dismissal time without official permission.
- X. Tobacco. A student shall not possess, smoke, smell of, or otherwise make use of tobacco of any kind in the school building, on school buses, at school sponsored activities, or on school property at any time.
- Y. Display of Affection. Students shall not engage in public displays of affection on school property. A student shall not demonstrate consensual affection or display affection in public. This includes touching or any other contact that may be considered sexual or inappropriate in nature.
- Z. Disrespect of Faculty & Staff. A student shall not show disrespect to faculty and staff members. A student shall behave or act in such manner that the faculty or staff member interprets it as disrespect. This includes verbal and non-verbal actions.
- AA. Loitering and/or Littering. A student shall not loiter, litter or cause a disturbance during the school day, before or after school, or during school activities.
- BB. Arson/Attempted Arson. A student shall not attempt to act or act in the burning or attempted burning of any item on school property.
- CC. Assault/Assault & Battery. A student shall not engage in any act or threatened act of physical violence or force causing, attempting to cause, or threatening to cause physical harm to another. Acts of harassment and hazing may be considered assault as well.
- DD. False Alarms/Bomb Threats. A student shall not give false alarm of fire, bomb, or other hazard, or misuse the school's fire alarm system in any manner. Any infractions may result in a Maple Heights Police report.
- EE. Fighting. A student shall not engage in any fight or other act of violence or force that causes harm or threatens to cause harm to another person.
- FF. Hazing. A student shall not participate in hazing or other degrading or disgraceful acts.
- GG. Misuse of Vehicles on School Property. A student shall not violate the prescribed rules and regulations for use of vehicles on school property.
- HH. Narcotics, Alcoholic Beverages, Drugs, and Paraphernalia. A student shall not use, sell or distribute, possess, buy, be under the influence of, or smell of, alcoholic beverages, illegal drugs, or narcotics on school property or at any school sponsored event at any time. A student shall not use, possess, offer to sell or distribute, or buy counterfeit or look-alike drugs. Possession of any type of drug paraphernalia is similarly prohibited.

- II. Prescription or Non-prescription Drugs. A student shall not sell or distribute, buy, or possess prescriptions or non-prescription/over the counter drugs. A student must follow the procedure for use of such medication at school.
- JJ. Strong Arm/Extortion. A student shall not force another person to give him/her money or articles of value.
- KK. Vandalism. A student shall not attempt to act or act in a way that result in the destruction or defacement of school or private property.
- LL. Weapons/Look-alike Weapons and Dangerous Instruments. A student shall not bring to school, possess, handle, transmit, threaten to use, or conceal any object capable of injuring himself or others. This includes but is not limited to, fireworks, explosives, pyrotechnic devices of any kind, and other dangerous weapons or ordinances, including firearms, knives and objects made, constructed, or altered so that to a reasonable person the object appears to be a firearm.
- MM. Physical Abuse Directed Towards Staff. A student shall not cause physical injury to a school/district employee or school visitor.
- NN. Theft. A student shall not take or attempt to take the property of others without their consent.
- OO. Personal Misbehavior. A student shall not engage in any form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the administration and as outlined in the student/parent handbook for the building in which the student is enrolled.
- PP. Repeat Offenses/Chronic Misconduct. A student shall not repeatedly fail to comply with school rules and regulations or directions of teachers, student teachers, teacher aides, principals, or other authorized school personnel. A student shall not repeatedly violate school rules nor flagrantly disregard school policies or acceptable standards of school behavior. This would include all areas of suspendable offenses where suspension was used as a remedy but had not proven successful in changing student behavior.

Any student who has repeated offenses totaling nine (9) school days because of out-of-school suspension, in any one school year, will have formal warning of expulsion consideration for any future suspendable school rule violation. Upon the next suspension (In- or out-of-school), in any one school year, a recommendation for expulsion due to chronic misconduct may be forwarded to the Superintendent.

SUSPENSION APPEAL PROCEDURES

Should a student who is 18 years of age or older or a student who has declared independent status by Board Policy or a student's parent(s), guardian(s) or custodial parent(s) choose to appeal the suspension, he/she must do so, in writing to the Superintendent, within three (3) days of the notice of intent to suspend. If the Superintendent or his designee affirms the suspension, the pupil or his/her parent(s), guardian(s) or custodial parent(s) may appeal the suspension to the Board of Education, or its designee, in writing to the Treasurer's office, within three (3) days of affirming the suspension.

The Board may extend the right to expel a student for reason beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined, but not limited to metal knuckles, straight razors, explosive, noxious irritants or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm threaten or harass students, staff members, parents or community members, may be subject to expulsion.

Students may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at an interscholastic competition, extracurricular event or other school-sponsored activity.

The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus if both of the following apply:

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

As defined by Ohio law and or purposes of this policy an "object that is indistinguishable from a firearm" means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

Students found in violation of numbers 1 and 2 above, may be reported to the local police authority and may be prosecuted under state criminal statutes, as well as disciplined in accordance with the provisions of the District's Student Code of conduct and Ohio law.

DISCIPLINE OF HANDICAPPED STUDENTS

SUSPENSION

Upon the second suspension or fifth (5th) day of suspension, whichever occurs first, and any suspension thereafter of a student identified as handicapped (learning disabled, severe behaviorally disabled, developmentally handicapped and students on Section 504 Plan), the following action will be initiated by the administrator processing the suspension of the student.

A placement team meeting shall be called by the administrator to review and make recommendations, if needed, as follows:

1. Determine whether there is a casual relationship between the misconduct and the student's identified handicap;

6. Strip searches should be discouraged. A substantially higher degree of certainty (more than a reasonable belief) is required prior to conducting such a search. In cases in which school officials believe a strip search is necessary, law enforcement officials should be called to conduct the search.

The Board directs the Superintendent to authorize the use of dogs trained in detecting the presence of drugs. The dogs may be used to patrol the school facilities and grounds, including the lockers and parking areas. Use of dogs may be unannounced and random. If a trained canine alerts to a particular vehicle, locker, or other container, it shall create reasonable suspicion to search the vehicle, locker, or container in accordance with this policy.

DANGEROUS WEAPONS IN THE SCHOOL

The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives and other dangerous weapons in the schools.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapons; any firearm muffler or fire-arm silencer; or any destructive device (as defined in 18 U.S.C.A. Section 921-924), which includes, but is not limited to any explosive, incendiary, or poisonous gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school sponsored activity. If a student brings a firearm on school property, in a school vehicle or any school sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with State law.

Matters which might lead to a reduction of the expulsion period include: An incident involving a disabled student and the incident is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. The definition of knife includes, but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may, if authorized by the Board, expel the student from school, with the same expulsion implications as noted above.

EXPULSION APPEAL PROCEDURE

A student who is 18 years of age or a student's parent(s), guardian(s) or custodial parent (s) may appeal the expulsion by the Superintendent to the Board of Education or its designee in writing to the Treasurer's Office within 14 days of receiving the Superintendent's Expulsion Notice. 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(s), guardian(s) or custodial parent(s).

APPEAL TO THE COURT

Under Ohio Law, the decision of the Board of Education or its designee may be made to the Court of Common Pleas.

ASSAULT ON A SCHOOL EMPLOYEE

A student who assaults a school employee will be immediately dealt with by the administration and the Maple Heights Police Department. This is in compliance with the City of Maple Heights Assault Ordinance. The employee who states that they have been assaulted will file a written report with the Maple Heights Police Department for the Prosecutor to review. Parents may be ultimately responsible for their child's behavior which could result in a court appearance. Employees are required by the Board of Education and the City to report all incidents of assault to the appropriate officials. The student will be suspended for ten (10) school days with the recommendation to the Superintendent for expulsion. Parents and students will be required to meet with the Superintendent or his designee for an expulsion hearing. The Superintendent will consider the maximum punishment for such offenses.

RESTRAINT

Restraint, which is considered the act of physically controlling the actions of pupils when such action may inflict harm to themselves or others, is not considered physical punishment. Teachers, administrators, or other supervisory personnel must use whatever reasonable means are appropriate if it is necessary to prevent pupils from harming themselves or others.

PERMANENT EXCLUSION

The Board of Education may seek permanent exclusion of a student 16 years of age or older who is either convicted in criminal courts or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school function:

1. Illegal conveyance or possession of a deadly weapon or dangerous ordinance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance; and/or

2. Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is a district employee;
3. In addition, complicity in any of the above acts may be the basis for permanent exclusion.

EMERGENCY REMOVAL OF STUDENT

In the case of "normal disciplinary procedures" in which a student is removed from curricular or extracurricular activity for a period of less than 24 hour and is not subject to suspension or expulsion, the due process requirements do not apply. The required notice, hearing and right to appeal is required only when suspension or expulsion is contemplated.

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process either within a classroom or elsewhere on school premises or off the premises while representing the district:

1. The Superintendent, principal, assistant principal or personnel employed to direct, supervise, or coach a student activity program may remove the student from curricular or extracurricular activities or from the school premises.
2. A teacher or personnel employed to direct, supervise or coach a student activity program may initiate an emergency removal of a student from curricular or extracurricular activities to the principal's office. As soon as practicable after making such a removal, the teacher will submit in writing to the principal the reasons for such a removal.
3. If it is probable that the student may be subject to suspension or expulsion, the hearing will be held in accordance with procedures established for suspension or expulsion.

INTERROGATIONS AND SEARCHES

The District has responsibility for the control and management of the students during the school day and hours of approved extracurricular activities. While discharging its responsibility, the administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed regulations to be followed in the case of searches and interrogation.

The right of inspection of students' school locker or articles carried upon their persons and the interrogation of an individual student is inherent in the authority granted school boards. All searches are conducted sparingly and only when such search is reasonable and likely to procedure anticipated tangible results to preserve discipline and good order or promote the safety and security of persons and their property within the areas of the school's responsibility.

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker and its contents as the administrator believes necessary. Such notice will be posted in every building.

SEARCHES OF SCHOOL PROPERTY ASSIGNED TO A STUDENT

The following rules apply to the search of school property assigned to a student (locker, desk, automobile, etc.) and the seizure of items in the student's possession.

1. General housekeeping inspection of school property may be conducted with reasonable notice.
2. A search of a desk or other storage space may be conducted where there exists reasonable cause for school authorities to believe that the area being searched contains evidence of a crime or violation of school rules.
3. Except as provided in number 5 below, search of other areas assigned to a student should be for a specifically identified item and should be conducted in the presence of the student and with the student's knowledge.
4. Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.
5. Random searches of automobiles on school premises may be conducted where, pursuant to policies FLA and FLB concerning student parking permits. The District has secured, as part of the parking application permit a waiver of the 4th amendment rights to unreasonable searches.

SEARCHES OF A STUDENT'S PERSON OR PERSONAL PROPERTY BY SCHOOL PERSONNEL

Principals and their designee are permitted to search the person and personal property (purse, cellular phone, knapsack, gym bag, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following results apply in such cases:

1. There should be reasonable cause to believe that the search will result in obtaining evidence which indicates the student's violation of the law or school rules.
2. Searches will be conducted by a member of the same sex as the student.
3. Search will be conducted in the presence of another administrator or staff member (conducted privately and away from other students).
4. Parents(s)/guardian(s) of a minor student who is the subject of a search will be notified of the search and will be given the reason(s) for the search, as soon as feasible after completion of the search.
5. When evidence is uncovered indicating that a student may have violated the law, law enforcement officials shall be notified.