

# Maple Heights City Schools

## Elementary Family Handbook Policies, Notices & Procedures 2011-2012

### ELEMENTARY SCHOOLS

#### ABRAHAM LINCOLN SCHOOL

6009 Dunham Road  
587-6135/438-6030  
Alicia Lenczewski, Principal  
Pre-school through Grade 1,  
9:10 a.m. – 4:00 p.m.

#### ROCKSIDE/J.F. KENNEDY SCHOOL

5740 Lawn Avenue  
587-6140  
Zelina Pames, Principal  
Grades 2 and 3  
9:10 a.m. – 4:00 p.m.

#### STAFFORD/BARACK OBAMA SCHOOL

5460 West Boulevard  
587-3200/587-5011  
Dawn Besteder, Principal  
Grades 4 and 5  
8:21 a.m. – 3:15 p.m.

### BOARD OF EDUCATION

14605 Granger Road  
587-6100  
Michael A. White, President  
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# 2011-2012 Elementary School Family Handbook

## FREQUENTLY ASKED QUESTIONS

### **Q. What time should my child be at school?**

- A. The following is a list of instructional times at each elementary building. Students should not arrive at school more than 10 minutes before the start of their school day, as there is no supervision available. All students should be dropped off at the front door.

School	Start Time	Tardy Time	End Time	Pick Up Time	Breakfast Time
Stafford/Barack Obama School	8:21 a.m.	8:21 a.m.	3:15 p.m.	3:15 p.m.	7:51-8:21 a.m.
Rockside/J.F. Kennedy School	9:10 a.m.	9:10 a.m.	4:00 p.m.	4:00 p.m.	8:38-9:08 a.m.
Abraham Lincoln School	9:10 a.m.	9:10 a.m.	4:00 p.m.	4:00 p.m.	8:38-9:08 a.m.

Students not in their classroom at the times indicated will be marked tardy. (There will no longer be a grace period). Students must obtain a tardy pass from the office when arriving after the starting time. Every child must be picked up **promptly** at the end of the school day. If you provide your own transportation home for your child throughout the school year, it is imperative that your child be picked up promptly upon dismissal time. **There is NO supervision available for those picking up their children late. No exceptions will be made to this policy, except in an emergency situation.**

**Notify the school office immediately if your child is not home at the correct time.**

### **Q. Will my child ever be kept after school?**

- A. Students are not kept after school, unless parents are notified prior to their staying and arrangements are made for transportation home for the students.

### **Q. What should I do if my child is going to be absent from school?**

- A. Regular and punctual attendance is necessary for a successful school year. It is also an indication of a student assuming responsibility and the ability of students to discipline themselves to be where they are supposed to be on time. Children are better prepared for the day when they arrive promptly. It provides them the opportunity to get organized for a day of learning. In many cases, irregular attendance is the major reason for poor school work; therefore, all parents on behalf of their child/children are urged to make doctor appointments, do personal errands, etc. outside of school hours. The procedures listed on the following page must be used when your child will be absent from school. (These were implemented for the safety of your child/children.)

### **When your child is absent from school:**

1. The student's parent/guardian or custodial parent is to call the elementary school's attendance line no later than 9:00 a.m. It is available twenty-four hours per day. You will be asked to leave your child's name, teacher's name and reason for absence.

#### **Attendance Line Phone Numbers:**

Abraham Lincoln School	TBA
Rockside/J.F. Kennedy School	TBA
Stafford/Barack Obama School	TBA

Office personnel will contact you if we do not hear from you in the morning. However, valuable time will be saved in locating missing children if telephone contact is made by the parent/guardian on the attendance line. If you cannot be reached at home, and do not call the line, please be advised that we will contact you at work. You may also leave a message on the attendance line if you would like to request the schoolwork your child is missing due to absence. This request must be made by 9:00 a.m. to give ample time for the teacher to get all the work together. Your message should include whether the work is to be sent home with another student or picked up in the school office at the end of the school day.

2. Upon a student's return to school, the student is to take a note to the teacher from a parent or guardian explaining the absence. If there is not a note, the absence is changed to reflect an "UNEXCUSED" absence.
3. Students away from school more than half of the morning and/or afternoon session will be marked absent for one-half day.
4. Students are never to leave the building for any reason unless they have approval from the office and are signed out by a parent/guardian, custodial parent or appropriate designee.

If someone else will be picking up your child, it is imperative that the designee has photo identification in order for the child to be released. Persons picking up students must be at least 18 years old. The parent/guardian or custodial parent must contact the school office to notify them when someone else is picking up your child from school. The office will not release your child without prior permission to do so.

5. Any student who has exceeded 24 days of absence in the school year will not be promoted without administrative approval. Acceptable reason for administrative approval include: proof of hospitalization; proof of court appearances; a note from the doctor indicating the student was under doctor's orders not to attend because of illness; funeral attendance information or religious reasons.
6. Students with unexcused absences may 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: out of school suspensions; truancy from school, failure to bring absence notes to school within three school days; and/or failure to have medical appointments documented.

**Q. *What is the time difference in marking a student tardy or absent for one-half a day?***

- A. A student is considered tardy if he/she arrives before 10:30 a.m. If the student arrives after 10:30 a.m., the student is marked absent for 1/2 day. If a student leaves before 2:00 p.m., he/she is marked absent for the afternoon.

**Q. *What do I do if my child will be absent from school for a prolonged time due to a vacation that could not be arranged at another time when school is not in session?***

- A. Of course, vacations should always be arranged when students are off from school. However, we do understand that sometimes this cannot be done. **Permission must be granted from the Superintendent** in advance of the vacation by written letter. It is then the responsibility of the parent to make arrangements with the teacher to have work that will be missed given to the student to be done while absent from school. **Notification of this time off from school must be made in writing to both the classroom teacher and the school office.** Remember any student exceeding 24 days of absence within one school year will not receive credit for the year's work or be promoted without administrative approval from the principal.

**Q. *What is the procedure for removing my child during the school day for an emergency, medical appointment, etc.?***

- A. The school should be notified in writing that the child is going to be removed before actual dismissal time for any appointments. If there is an emergency, parents should telephone the office prior to picking up their child. This will allow us to have your child ready promptly and with minimal disruption to the class. Your child will be called to the office when you arrive. The parent/guardian must pick up the child in the office and sign him/her out and provide proper identification. For security reasons, children are not to be released directly from classrooms or to a relative or friend without your permission and/or proper identification. Classroom teachers will not release students at the classroom door. Student achievement is our focus and classroom instruction continues right up to the end of each school day. **Parents are encouraged not to pick up students early on a regular basis.**

**Q. *How will I learn of my child's progress in school?***

- A. Parent-Teacher Conferences will be held from **on Wednesday, November 9 and Thursday, January 26.** A conference schedule will be established during the evening of Open House. If a parent cannot attend our Open House, written communication is sent home prior to the conferences.

**Open House dates** are as follows:

Abraham Lincoln School – Wednesday, August 24 at 6:00 p.m.

Rockside Elementary – Tuesday, September 20 at 6:00 p.m.

Stafford Elementary -- Wednesday, September 14 at 6:00 p.m.

All parents with students in grades kindergarten through six will receive through the U.S. mail, a progress report (or interim report) for their child. This report will be sent at the midpoint of each quarter. Parents can also view their child's progress at any point by logging on to Progress Book Parental Access, a software program that allows parents to access classroom information, view homework assignments, and receive messages from our teaching staff. Parents will receive a user name and password at the beginning of each school year. The link for this access is: <http://parentaccess.neonetda.org>

**Q. *What should I do if my child is having trouble academically in school?***

- A. The first thing you should do is contact the teacher. The classroom teacher will be able to provide you with some ideas of specific areas of need in regards to your child's progress in school.

After you have talked with the classroom teacher, you can request that your child be referred to the building level intervention team. This team meets as a group with the parents to design specific interventions in order to help your child become successful in school.

The team is called the Intervention Assistance Team (IAT). On the team are teachers, the school principal or elementary grade level liaison person, an intervention specialist, a guidance counselor and usually the school psychologist, along with the parent.

**Q. *If I have a question about my child's work or have a concern about something that happened at school, what should I do?***

- A. **If you are concerned about a classroom issue, the teacher is the first person to contact.** Teachers should also be made aware of playground or lunchroom concerns. You may leave a message for the teacher on her voice mail or send a note requesting that the teacher contact you. You may also access your child's progress on line through Progress Book. If for some reason you still have concerns, feel free to contact the principal. You may contact the principal at any time to discuss any aspect of the school program.

**Q. *Is there a document that explains consequences for misbehavior?***

- A. Yes, the Maple Heights City Schools has an adopted Student Code of Conduct which follows this handbook and is posted in a central location within each elementary building.

**Q. *What happens if my child is suspended from school?***

- A. Students are not allowed on Maple Heights school property or to attend extra curricular activities. Per the Maple Heights City Ordinance, during an out-of-school suspension your child is not permitted out of the house during school hours. Additionally, suspension from school could cause the student to be excluded from future events and/or fieldtrips.

**Q. *Will my child be recognized for their academic achievement?***

- A. Each building will have academic awards assemblies at varying times throughout the school year. The building principals have set criteria for awards.

**Q. *What are the State Mandated Achievement Tests?***

- A. State mandated tests are given to students in grades 3 through 5 in every public school in the State of Ohio.

**Q. What achievement assessments are given?**

A. The following is a list of assessments by grade level:

**Grade 3**

Reading Achievement Assessments  
Math Achievement Assessments

**Grade 5**

Reading Achievement Assessments  
Math Achievement Assessments  
Science Achievement Assessments

**Grade 4**

Reading Achievement Assessments  
Math Achievement Assessments

**Q. Are there any other state or nationally normed tests given?**

A. Yes, students in Kindergarten and grade 1 are administered DIBELS testing. This measures reading readiness and the ability is monitored at least three times each year.

All kindergarten students are given the KRAL. This test is state mandated and shows their readiness for kindergarten in a variety of areas.

Students in grades K-2 take the state diagnostic tests in reading, writing, and math.

Students in grades 2-5 are given short cycle assessments in reading and math.

**Q. Are there special education services available?**

A. Yes, there are many special education services available for students who have been identified through a series of tests, observations, parent and teacher input. The testing is called a "Multi-Factored Evaluation" (MFE). Parent permission must be obtained before beginning these tests. A Multi-Factored Evaluation is done when a disability is suspected. After the testing is completed, the results are discussed as a team to see if a child meets the criteria of a child with a disability. Please contact the school principal if you have further questions about this process.

**Q. Will my child have homework?**

A. Homework will be a part of the instructional process and will be assigned by the classroom teacher. Homework will allow parents to monitor and assist their child for reinforcement. Please come to Open House to learn the specifics of your child's classroom homework procedures. Students in grades K-1 have folders and students in grades 2-5 have assignment planners provided by the school. Parents should check and sign the folders and/or assignment notebook nightly.

**Q. What can be done at home to help my child be successful in school?**

A. It is important to check your child's assignment folder/planner every night. Setting a specific time to do homework is also helpful to students. Ask your child what they learned during the day. Do not accept simple answers such as: "nothing" or "math". The more a child reads, the better the reader they become. Please commit to reading with your child for 20 minutes every night.

**Q. What supplies will my child need for school?**

A. Supply lists are sent home the first day of school with each student and a general list is enclosed in this handbook. Copies are also available in the school office and on the district's website at [www.MapleSchools.com](http://www.MapleSchools.com). It is important that your child comes daily with his/her supplies.

**Q. Will my child be able to buy breakfast and lunch at school?**

A. The district serve nutritionally balanced meals daily to students in grades K-5. The price of the breakfast is \$1.00 and lunch is \$1.75, both meals include milk. Milk can be purchased separately for 35¢. Monthly school menus will be distributed the last school day of each month. Reduced lunch prices are available for those who qualify by submitting an application for approval. Students who qualified for last year's free/reduced lunch program are automatically eligible for the same benefit for the first two weeks of the new school year. Forms for the current year must be approved before September 30<sup>th</sup> in order for your child to remain/become eligible. Students new to our school must submit a Free/Reduced Lunch Application upon their enrollment. The application form for Free/Reduced lunch is included in your opening day packet.

**Q. May my child bring a packed lunch to school?**

A. Many children bring packed lunches to school. Milk can be purchased at a cost of 35¢. Frozen juice bars and healthy choice extras may also be available for purchase. **Carbonated beverages are NOT allowed.**

**Q. What if my child forgets or loses his/her lunch money?**

A. Students are responsible for the safe keeping of lunch money. Children are required to present the lunch money to the cashier for meal service. In the event a student loses or forgets his lunch money, it is the parent's responsibility to bring the child's money to the school office before their scheduled lunch. You may deposit money in your child's account in advance to cover the cost of breakfasts and lunches. There are no funds available for "borrowing" and there will be no "charging" of meals. However, no child will ever be denied some type of lunch.

**Q. How are the children supervised at lunch?**

A. There are paid adults in the lunchroom and on the playground to assist and supervise our children. A teacher is also on assignment on the playground during every recess. Children are responsible for keeping their lunch areas clean and disposing of their own trash. They are to remain seated until they finish eating and their table is dismissed, at which time they will dispose of their trash and leave the lunchroom. **They are not permitted to carry food to other parts of the building or onto the playground.**

**Q. Can my child spend his/her recess indoors?**

A. Fresh air is good for children. Recess time offers the students a break from the academic part of school. Therefore, it will be assumed that if a child is healthy enough to come to school, he/she is healthy enough to take part in recess. We realize special circumstances may prevail and a doctor's note will then be required. There is NO supervision available for children for indoor recess. During the winter, except in cases of extreme temperatures or inclement weather (to be decided by the principal or his/her designee) our children will have outdoor recess. Gloves and hats are a necessity in colder weather. Boots are required when there is snow on the ground.

**Q. What are the recess/playground rules?**

- A. The following will **not** be permitted:
1. Holding or grabbing other students
  2. Snowball throwing or sliding on the ice
  3. Two or more children on a swing
  4. Standing or riding on stomach on swings
  5. Bicycle riding on school grounds
  6. Climbing fences and trees
  7. Playing tag on playground equipment
  8. Jumping off playground equipment until it has come to a complete stop
  9. Twisting the chains on swings
  10. Loitering on the playground before or after school
  11. Playing with electronic devices
  12. Using equipment improperly
  13. Tackle football
  14. Wrestling, or slamming students

**Q. Does the Maple Heights School District have student fees?**

A. The Maple Heights Board of Education sets a standard instructional fee for all children who attend their schools. Fees must be paid each school year. The fee schedule for this year is as follows:

Kindergarten	\$15.00
Grades 1-3	\$25.00
Grades 4-5	\$30.00

These fees cover all consumable workbooks, classroom student magazines and supplies for art and science classes. Instructional fees for grades K-5 will be collected during the month of September. *The only methods of payment for student fees are cash, money order or certified bank check. No personal checks will be accepted.* Be sure money is placed in an envelope with your child's name, grade and room number clearly marked on the outside.

Remember--The Maple Heights Board of Education has adopted a policy requiring that when funds are owed to the district for instructional fees or any other reason, the only types of payment to be accepted are: United States Currency, Certified Bank Check, Cashiers Check and Money Order.

Your child may be eligible to have his/her instructional fees waived. Children who receive Aid for Dependent Children (ADC) or Disability Assistance (CA) are eligible for a waiver of instructional fees. Applications are available in the school office. Documentation must be attached to the application in order to determine eligibility. The fee waiver must be applied for every school year. Any student not paying instructional fees will be excluded from extra curricular activities and will not be placed on the next year's class roster until financial obligations are met.

**Q. Do the elementary schools have a nurse?**

A. The clinics are staffed by a part-time health aide. A school nurse is on call in the district during each school day.

**Q. What if my child becomes ill at school?**

A. If the health aide calls you during the school day because your child is ill, please make arrangements to have them picked up immediately. The clinic is not meant as a treatment or an extended rest area for students. Please remember to update any changes made to the information given on your child's emergency medical form.

**Q. What if my child needs to take non-prescription medication at school?**

A. Non-prescription medication (including aspirin and cough drops) will not be accepted for administration, unless accompanied by the "Request for the Administration of Medication by School Personnel Form" and signed by both parent/guardian and other person having charge of the student and the physician.

The school nurse, principal, or designee will supervise the secure and proper storage and dispensation of medications. The medication must be received in the original sealed container. It will be stored in the clinic throughout the school day.

**Q. What should be done if my child needs to take prescription medication at school?**

A. It is the policy of the Maple Heights City Schools that all children's medication be administered by a parent at home. Under exceptional circumstances, medication may be administered by school personnel under the following conditions:

1. The Board, or a person designated by the Board, must receive a written request that the medication be administered to the student. This request must be signed by the parent, guardian, or other person having charge of the student.
2. The Board, or its designee, must receive a statement, provided by the school system and signed by the doctor prescribing the drug, which contains all of the following information: student's name and address, the name of the medication and the dosage to be administered, the time which each dosage is to be administered, the date the administration of the medication is to begin and end, any severe adverse reactions which should be reported to the doctor and at least one telephone number where the doctor can be reached in an emergency, and any special instructions for administering the medication (such as storage requirements or sterile conditions.)

The medication must be received in the original container in which it was dispensed by the doctor/pharmacist. It must have an affixed label including the student's name, name of medication, dosage, method of administration and directions for administration.

3. Prescription medications must be stored in the school office.
4. New request forms must be submitted each school year and as necessary for changes. THE FORM FOR ADMINISTERING MEDICATIONS IS INCLUDED IN A SEPARATE PACKET WHICH WILL BE SENT HOME WITH YOUR CHILD.

**Q. *May my child be admitted to school without proper immunization?***

- A. Ohio Law requires that all students are immunized against communicable diseases or in the process of receiving immunizations before they are enrolled in school.

No pupil at time of entry to an elementary school and no pupil at the beginning of each school year shall be permitted to remain in school for more than fourteen calendar days, unless he/she presents written evidence, etc., stating the child is "in the process of being immunized." Any child who has not complied with the immunization intervals shall be excluded on their fifteenth day of school.

**Q. *What should be done if my child needs to be excused from gym class for a medical reason?***

- A. To be excused, a note from your physician is necessary.

**Q. *Can I see my child's records?***

- A. Upon request, permission to view all records and files included in the student's cumulative file will be granted within seven calendar days. No records are to be removed from the school; a principal or his/her designee must be present to explain any of the tests or other results. Please schedule an appointment with the principal to view your child's records. Schools may also disclose student records to other parties under the conditions of 34 ORC99.31. Please refer to the "Notice of Rights Under FERPA" in the Appendix of this handbook for more information.

**Q. *Can my child's general directory information be disclosed?***

- A. It is the school's practice to share "directory" information such as a student's name, photograph, and achievements with school organizations. Parents may request in writing that this information not be shared. This form will be sent home with your child in a separate packet at the beginning of the school year.

**Q. *What should I do, as a parent/guardian, if I want to visit the school?***

- A. Parents are encouraged to visit school. Calling ahead to arrange a time will make the visit more meaningful. All visitors are required to sign in at the office upon arrival and receive a "VISITOR" badge to wear. This procedure was instituted for the security and safety of our children. A visit is different than a conference. **Teachers cannot interrupt instruction to have a quick conference with a parent.** Please call to schedule a conference if you want to discuss your child's progress.

**Q. *Do I have to check in the office if I am a volunteer at the school?***

- A. Yes. We depend on our volunteers, but it is still necessary for all volunteers to check in at the main office, receive authorization from the building principal or her designee, and wear a visitor's badge.

**Q. *May my child bring toys, games, CD players, handhelds, iPods, MP3 players, cellular phones or sports cards to school?***

- A. Since the school cannot be responsible for lost or damaged items, children are NOT to bring personal items to school. No items are to be sold at school. Toys, CD players, ipods, handhelds, MP3 players, and cellular phones are often disruptive to the classroom. Please keep these items safe at home. If these items are visible at school, they will be confiscated. A parent must come to the school to retrieve the confiscated item.

**Q. *What happens if my child brings a weapon or look alike weapon to school?***

- A. These items are in violation of the Board of Education and Maple Heights City Schools' zero tolerance policies. Students who bring or are in possession of these items will be recommended for expulsion.

**Q. *Can my child use a cell phone at school?***

- A. Students have access to phones in the office for emergency usage. Cell phone usage is not permitted in schools or on school property (including school buses).

**Q. How will I be kept informed of what's happening at the school?**

A. A newsletter is published periodically during the school year by the principal. This newsletter will contain important information for the month, as well as a monthly calendar of events. This information can also be accessed on the district's website, [www.mapleschools.com](http://www.mapleschools.com).

**Q. Do the elementary schools have a parent group?**

A. Each elementary school has a P.T.A./P.T.O. The P.T.A./P.T.O. provides information, entertaining programs and educational activities for students and parents. The P.T.A. /P.T.O. also raises funds to finance field trips, guest speakers, purchase materials, equipment and services for our children. Your membership is encouraged and is a vital support to your child's education. Contact your child's school office for more information.

**Q. What is the dress code at the school?**

A. The Board of Education has adopted a dress code for students. These specific rules were developed to set standards which are appropriate for school. That dress code can be found in the Maple Heights City Schools "Student Code of Conduct", following this handbook.

**Q. My child is a walker to/from school. Is there anything I can do to help ensure his safety?**

A. If your child walks to school, please tell them to take the same route each day and not to play games, run, push or shove. Short cuts through yards are not permitted. A school guard is provided at the main crossing points near the school. Students should respect private property and are to stay on the sidewalks and cross only at crosswalks. Crossing in the middle of a block is not permitted. Please make sure your child checks in with an adult at home before playing. Children should not stop at the stores either when coming to or going home from school.

**Q. I drive my child to school. What are the procedures for dropping a child off?**

A. For the safety and protection of our children, drop-off procedures have been established. There are designated drop-off areas at each elementary building. By using these areas, children will avoid crossing traffic or going between parked cars. Do not drop off your child in the bus lane.

**Q. What are the procedures for picking up my child at the end of the day?**

A. Parents are to wait in the designated area or in the front of the building until their child's class is dismissed. **Parents are not permitted to go to the classrooms to pick up their child at the end of the day.**

**Q. Are their specific rules designed to ensure the safety of my child for the school bus?**

A. Yes. The rules are as follows:

- a) Please arrive at bus stops five to ten minutes ahead of schedule. Students need to be outside at their assigned bus stop. (No waiting in cars or houses. This creates an unsafe situation if your child is not at the bus stop where the driver can clearly see him/her). Buses will leave promptly at the designated time.
- b) Bus riders **MUST** keep hands, head, and all body parts, inside the bus at all times.
- c) Loud talking, loud laughing, and excessive noises are not permitted. **ABSOLUTE QUIET** is required when approaching a **railroad crossing**.
- d) Aisles are to be kept clear of books, packages, musical instruments and other objects, items must be small enough to sit on students lap.
- e) Assist in keeping school bus or vehicle safe and sanitary at all times.
- f) "Horseplay" is not permitted around or on the school bus.
- g) Bus riders are to stay in their seats on the bus, no standing or kneeling on seats.
- h) Do not throw **ANYTHING** out of the bus windows or anywhere in the bus. Emergency exit doors and windows are not to be opened unless an actual emergency occurs or at the direction of the bus driver.
- i) Damage to seats and equipment **MUST** be paid for by the offender's parent/guardian.

- j) **Do not** leave books, lunches, musical instruments, or other articles on the bus, remember only items that can fit on the lap of a student can be transported. The Transportation Department cannot be responsible for these items.
- k) In case of a breakdown, students are to remain on the bus unless instructed otherwise by the driver.
- l) Bus riders are to be **courteous** to fellow students, the bus driver, and people riding in vehicles behind or adjacent to the school bus.
- m) Students **MUST** sit in their assigned seats.
- n) Students **MUST** board and depart the bus at the proper bus stop unless a change is authorized by the Superintendent or the Transportation Director. Students must have the same location for pick up and drop off.
- o) Entering and exiting buses **MUST** be in an orderly fashion. The wearing of loose fitting clothing, excess strings, ropes or hanging straps is discouraged. These items can get snagged by the school bus, causing possible harm to your child.
- p) No pets or animals of any kind are permitted on the school bus.
- q) No eating, no drinking, no chewing gum, no tobacco products, no matches/lighters, no firearms or weapons of any kind are permitted on the school bus.
- r) All appropriate rules listed above are also applicable to all bus stops. Proper conduct must be maintained.

**Q. *Is there a proper way to cross in front of the bus?***

A. Yes, the proper way to cross is as follows:

1. Wait until the bus comes to a complete stop.
2. Wait for the driver's signal to cross.
3. Stay at least 10 steps away from the bus as you cross.
4. Stop at the center of the road and check traffic before crossing to the other side.
5. Walk to place of safety and wait for the bus to pull away.

***Failure to abide by bus rules could result in denial of bus privileges, and/or suspension.***

***Additionally, please refer to the letter from the Director of Transportation which addresses school bus safety and your child, found in the appendix of this handbook.***

**Q. *What if my child chooses to ride a bicycle, scooter or skateboard to school?***

A. All children who intend to ride bicycles to school will comply with the following:

1. Upon entering school grounds, dismount and walk the bicycle to the racks and park the bicycle correctly
2. Lock the bike in place
3. Walk the bike off the school grounds when leaving

The school is not responsible for stolen bicycles, scooters or skateboards.

**Q. *Is there Internet access for my child?***

A. Yes, each classroom has access to the Internet. Before any student is permitted to use the Internet, the student and his/her parent must sign and return to the school an "Acceptable Use & Internet Safety" Agreement. A filtering system is used to deny access to inappropriate sites. If you have specific questions, please contact the principal. Students found misusing their internet usage will receive consequences.

# Maple Heights City Schools

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## Elementary School Handbook 2011-2012

### APPENDIX

- #1** .....A Letter from the Director of Transportation  
(School Bus Safety & Your Child Information)
  
- #2** .....Notice of Rights Under FERPA
  
- #3** .....Annual Notices for the 2011-2012 School Year

# Maple Heights City Schools

## SCHOOL BUS SAFETY & YOUR CHILD 2011-2012 SCHOOL YEAR

Dear Parents/Guardian:

The Transportation Department looks forward to another successful school year. We want to welcome you and your child back to school and to ensure a safe and pleasant ride to school for all of our students. Riding the school bus requires that each student obey the Transportation Department Rules and Directives from your driver. Any misbehavior, which distracts the driver, can be a serious hazard to the safe operation of the vehicle, and as such, jeopardizes the safety of all the passengers.

Every school bus and driver has been supplied with a School Bus Incident Reporting System. This form is referred to as the Bus Conduct Report. We encourage the transportation personnel to contact the parent and discuss how to prevent future problems on the bus.

If your child is reported for any violations, the principal will take the following disciplinary action depending on the severity of the incident:

- FIRST OFFENSE - A warning to the student and a report to the parents/guardian. It is hoped that the parents/guardian will discuss the incident with the child to prevent a recurrence.
  
- SECOND OFFENSE - Possible bus suspension or other action as deemed appropriate by the school principal depending upon the seriousness of the offense. A report is sent to the parents/guardian.
  
- THIRD OFFENSE - Suspension from the bus may occur or other action as deemed appropriate by the school principal. The length of suspension depends upon the infraction. A report is sent to the parent/guardian.

We hope that in sending this letter to advise you of the rules, regulations, and reporting system, you will understand that our priority is the personal safety and well being of your child/children. Please take the time to review the rules for riding on a school bus, which are listed on page 15 of this handbook, with your child/children so they know what is expected of them.

If you have any questions, please call the Director of Transportation at 587-3200 ext. 1061.

Sincerely,

*Tina Perko*

Director of Transportation

TP/so

# Maple Heights City Schools

## NOTICE OF RIGHTS UNDER FERPA

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

- (1) The right to inspect and review the student's education records within 45 days of the District's receipt of a request for access. Parents or students should submit to the school principal a written request that identifies the records(s) they wish to inspect. The principal will make arrangements for access and notify the parent or student of the time and place where the records may be inspected.
- (2) The right to request amendment of the student's education records that the parent or adult student believes are inaccurate or misleading. Parents or adult students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or adult student, the district will notify the parent or adult student of the decision and advise them of their right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or adult student when notified of the right to a hearing.
- (3) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the District's Board of education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses educational records without consent to official or another school district in which a student seeks to enroll.

The parent or adult student has a right to review a copy of the Board policy governing educational records by contacting your child's building principal.

# **ANNUAL 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.

## **SECTION 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, gender, or handicap in its programs and activities. Cindy Caudill, Special Pupil Services Director has been designated to handle inquiries regarding the non-discrimination policies. Ms. Caudill can be contacted as follows: 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 gender 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.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

All students of the District have equal educational opportunities. Students have the right to be free from discrimination on the basis of race, color, sex, national origin, citizenship status, religion, gender, economic status, marital status, pregnancy, age, disability or military status in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspects of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity.

## **ASBESTOS MANAGEMENT PLANS IN OUR SCHOOLS**

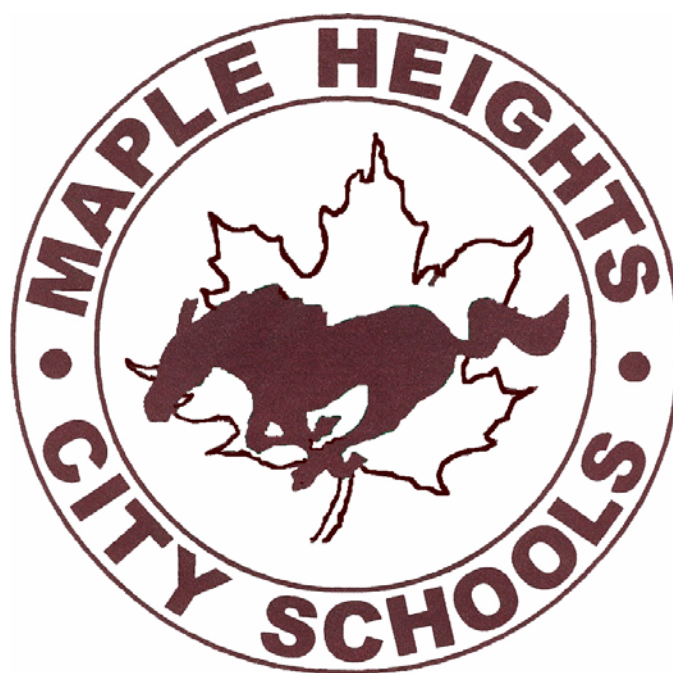
The District has developed asbestos management plans for every district-owned building. These plans, which are located in the office of each building, are available for review during normal school hours. The Management Plans detail "response actions" necessary at each building.

In compliance with AHERA Law (40) CFR Part 763.84 an initial and complete inspection of all of our buildings was made before the October 13, 1988 deadline, with periodic inspections as well as triennial re-inspections as required thereafter. More recently the district retained GETCO Environmental to conduct the required 2009 triennial re-inspections and periodic re-inspections of all of our buildings, as required under AHERA law. Their accredited inspectors not only checked the condition of the asbestos, but reassessed operations and maintenance procedures that will keep this material in a safe condition. Additionally, the AHERA Law requires that the district appoint a person to be responsible for all asbestos control. This person must ensure that the district abide by all requirements of federal, state, and local government regarding asbestos responsibility. Mr. Jeff Eble is the person responsible in our district and is available to answer questions by calling 587-6100, extension 3222.

## **INTEGRATED PEST MANAGEMENT (IPM) PLAN**

The District is committed to providing a safe environment for students, faculty, and staff and believes pest control or pest management has evolved from the days of spray applied chemicals as standard practice for pest eradication. Fortunately, we are much smarter today and subscribe to the philosophy and practice of Integrated Pest Management (IPM) practices. Modern pest management is more than a reaction to a problem; it is about preventing pests while protecting people. IPM is a system that is used to eliminate and prevent the infestation of unwanted pests while de-emphasizing the use of insecticides/pesticides. The integration between good quality housekeeping, exclusion and non-pesticide procedures is essential to the success of our IPM program. Emphasis is placed on good quality housekeeping, monitoring and controlling the environment while insecticides/pesticides are considered only as supplement to other techniques. The District prohibit the application of rodenticides, insecticides, fungicides, and herbicides inside and/or around any district-owned building without an approved IPM Plan including the consent of the IPM Program team. Mr. Jeff Eble is the district person responsible for administering the Program. He can be contacted by calling 587-6100, ext. 3222.

# STUDENT CODE OF CONDUCT



2011-2012

# Maple Heights City Schools

## STUDENT CODE OF CONDUCT

### 2011-2012

#### 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 parents/guardians or custodial parents, 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 celebrate and reward 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 Schools' 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.

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](http://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 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 possessed, 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 designee or the building principal or designee 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 possessed. 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 possessed. 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.

**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 enter 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:
  - i. Disobedience or disrespect toward any staff member
  - ii. Not serving assigned detentions
  - iii. Not following school rules or proper procedures
  - iv. Not following assigned schedule/being in unauthorized area
  - v. Chronically tardy to school or class
  - vi. 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, 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:
  - i. Sexual flirtation, touching, advances, or propositions
  - ii. Verbal or physical abuse of a sexual nature
  - iii. Graphic or suggestive comments about an individual's dress or body
  - iv. The use of sexually degrading words to describe an individual
  - v. Displaying sexually aggressive objects or photographs
  - vi. 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 not 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/or 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.

### **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 court 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.
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 firearm 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.

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;
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.

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

***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 3 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 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.
4. 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.
5. **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.
6. **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.***

## **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.

# **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.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

All students of the District have equal educational opportunities. Students have the right to be free from discrimination on the basis of race, color, sex, national origin, citizenship status, religion, gender, economic status, marital status, pregnancy, age, disability or military status in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspects of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity.

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***The Maple Heights City School District does not discriminate on the basis of race, color, national origin, religion, age, gender, economic status, disability, or military status in its dealings with employees, students, the general public, individuals with whom it does business, application for employment, or educational programs and activities.***

## **BOARD POLICY FCJ - HAZING & BULLYING** ***(Harassment, Intimidation and Dating Violence)***

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's website.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

*Legal Refs.: ORC 117.53; 2307.44; 2903.31; 3301.22; 3313.666; 3313.667; 3314.03; 3319.073*

Adopted: 8/20/98

Revised: 3/27/07, 8/24/09, 6/14/10

## DISTRICT CONTACT NUMBERS & INFORMATION



### ADMINISTRATION/CENTRAL OFFICE

Superintendent's Office	587-6100, ext. 3001
Athletics Department	587-3200, ext. 1070
Buildings & Grounds	587-3200, ext. 1062
Business Office and Food Services	587-6100, ext. 3222
Curriculum & Instructional Technology	587-6100, ext. 3400
Enrollment Office	587-6100, ext. 3600
Instruction & Gifted Education	587-6100, ext. 3402
Personnel Department	587-6100, ext. 3500
Security Services	587-3200, ext. 1035
Special Pupil Services	587-3200, ext. 1020
Transportation Dept.	587-3200, ext. 1061
Treasurer's Office	587-6100, ext. 3100
Virtual Learning Academy & Career Tech Education	587-6100, ext. 3600

### BOARD OF EDUCATION

14605 Granger Road  
216-587-6100

Michael A. White, President

Pamela D. Crews, Vice President

Lori Chick, Member

Robert F. Dober, Member

Nicholas R. Dorsey, Member

### SCHOOLS

#### **NEW! Abraham Lincoln School**

*Pre-K through Grade 1*  
6009 Dunham Road  
216-587-6135  
*Attendance Line (choose option 4)*

#### **Rockside /J.F. Kennedy School**

*Grades 2 and 3*  
5740 Lawn Avenue  
216-587-6140  
*Attendance Line (choose option 4)*

#### **Stafford/Barrack Obama School**

*Grades 4 and 5*  
5460 West Boulevard  
216-587-3200  
*Attendance Line (choose option 4)*

#### **NEW! Milkovich Middle School**

*Grades 6 through 8*  
19800 Stafford Avenue

#### **Maple Heights High School**

*Grades 9 through 12*  
5500 Clement Avenue  
216-587-3200

[WWW.MAPLESCHOOLS.COM](http://WWW.MAPLESCHOOLS.COM)