

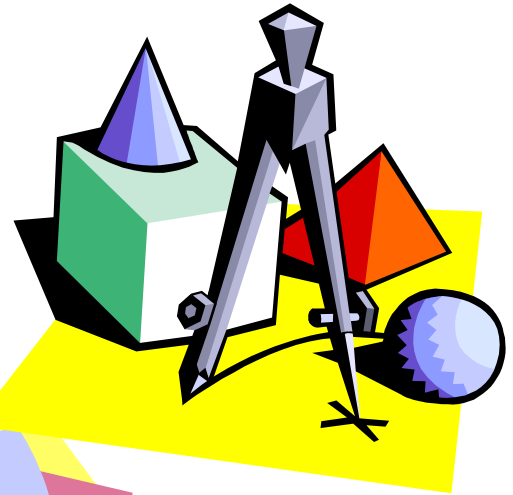


# Maple Heights City Schools ELEMENTARY HANDBOOK 2009-2010

**ROCKSIDE  
ELEMENTARY SCHOOL**



**STAFFORD  
ELEMENTARY SCHOOL**



**DUNHAM  
ELEMENTARY SCHOOL**



**RAYMOND  
ELEMENTARY SCHOOL**

# *Maple Heights City Schools*

## **Elementary Family Handbook Policies, Forms & Procedures 2009-2010**

### **ELEMENTARY SCHOOLS**

#### **RAYMOND ELEMENTARY SCHOOL**

18500 Raymond Street  
587-6135  
Tara Scott, Principal  
Special needs Pre-school,  
Kindergarten, Grade 1  
8:45 a.m. – 3:45 p.m.

#### **ROCKSIDE ELEMENTARY SCHOOL**

5740 Lawn Avenue  
587-6140  
Alicia Lenczewski, Principal  
Grades 2 and 3  
8:45 a.m. – 3:45 p.m.

#### **STAFFORD ELEMENTARY SCHOOL**

19800 Stafford Avenue  
587-6145  
Susan Harvey, Principal  
Grades 4 and 5  
8:17 a.m. – 3:15 p.m.

#### **DUNHAM ELEMENTARY SCHOOL**

5965 Dunham Road  
587-6125  
Zelina Pames, Principal  
Grade 6 and Preschool  
8:17 a.m. – 3:15 p.m.

#### **BOARD OF EDUCATION**

14605 Granger Road  
587-6100  
Michael A. White, President  
Pamela D. Crews, Vice President  
Lori Chick, Member  
Robert F. Dober, Member  
Nicholas R. Dorsey, Member

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

**MAPLESCHOOLS.COM**

# *Maple Heights City School District*

## **Elementary School Handbook 2009-10**

---

### **Receipt Form**

Dear Parent,

Please read and review this handbook with your child. Please sign and return this form and all appropriate forms to the school office by Tuesday, September 1, 2009. Thank you.

**Yes, I received and have reviewed with my child the “Elementary School Handbook” for the 2009-10 school year.**

---

**Parent/Guardian Signature and Date**

---

**Student Signature and Date**

# *Maple Heights City Schools*

We, the staff of Maple Heights City Schools, are pleased to present the Elementary School Family Handbook. It has been prepared to inform parents about the policies and procedures that govern the operation of your school. Parents, as well as pupils, should be better informed about their school as a result of reading this guide. This guide covers those aspects of the elementary schools in the Maple Heights City School District, which seem to be of most concern to parents. In addition, all parents should carefully read the Student Code of Conduct. Enclosed in this handbook are several forms (in the appendix) that must be turned in at each elementary school where you have a child in attendance.

Should you have any questions, please feel free to call the school office.

**For Our Divorced/Legally Separated Families Only**

**Elementary School's Name** \_\_\_\_\_, **School Year** \_\_\_\_\_

Dear Parents,

One of our main priorities at the elementary schools is the safety and well being of our children. With this in mind, we are once again asking the co-operation of all our divorced and legally separated families.

In order to protect your child, we are asking that those of you having sole custody of your child (children) complete the form below and return it to the school office immediately. This will help us in determining whether a child can be visited and/or released from school to someone other than the custodial parent. In order to enforce your requests denying release of your child (children) to a non-custodial parent, we must have the following information on file:

***A copy of your legal document stating guardianship/custody and visitation rights of a non-custodial parent. The front page must be included, giving case number, date, and last page with the seal and signature of the judge.***

Many of you have supplied us with this document during previous school years at the time of your child's enrollment in our school. If you have, this document is already on file and does not need to be resubmitted. However, it is necessary to update and complete the form below on a yearly basis.

This procedure will allow us to prevent any confusion at dismissal time and protect your child.

Thank you,  
The Elementary Principals

**Note: If at any time someone will be picking up your child other than those indicated on the form below, it is IMPERATIVE that you contact our school office prior to dismissal. Please inform the people designated below that they will need identification in the form of the picture ID.**

---

**PLEASE LIST ALL CHILDREN ATTENDING OUR SCHOOL**

Child's Name	_____	Teacher	_____
	_____		_____
	_____		_____
	_____		_____

**My child is only to be released to the following people:**

Name: _____	Relationship to child: _____
Name: _____	Relationship to child: _____
Name: _____	Relationship to child: _____
Name: _____	Relationship to child: _____

Date: \_\_\_\_\_ Signature of Parent/Guardian: \_\_\_\_\_

# *Maple Heights City Schools*

---

## **From the Office of the Nurse**

Dear Parent/Guardian:

To protect your child's safety, the Maple Heights City Schools will adhere to the following medication policy. It is required that BOTH parent/guardian and a physician's signature are on file before any prescription and non-prescription medication can be administered. This includes all medications including such over-the-counter products as Tylenol, Advil, Dimetapp, Cough Drops, etc.

Although this may cause some inconvenience, we feel that this policy is best for the continued protection of your child, and must be followed. If we do not have your written permission and the written permission from your physician, the medication will not be given. Permission forms can be obtained by contacting your school nurse or health aide.

In order for your child to receive any medication at school, please conform to the following:

1. A written request must be obtained from the doctor and the parent/guardian. This request must include the name of the medication, dosage, time it is given during school hours, and duration.
2. The medication must be in its original container and have a fixed label which indicates the student's name, name of medication, dosage, method of administration and time of administration.
3. The medication and the signed permission forms must be brought to the school by the parent/guardian. Medications WILL NOT be sent home from school with your child, only the empty bottles.
4. Wherever possible, please include a photo of your child with the permission form.
5. New permission forms must be re-submitted each school year, and are necessary for any changes in medication orders.
6. If your child is taken off medication or will no longer receive it at school, please send notification in the form of a written note for our files.

Please contact us if you have any questions. Thank you for your cooperation.

# Maple Heights City Schools

## Elementary School Family Handbook 2009-2010

### 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
Dunham	8:17 a.m.	8:17 a.m.	3:15 p.m.	3:15 p.m.	7:50-8:15 a.m.
Stafford	8:17 a.m.	8:17 a.m.	3:15 p.m.	3:15 p.m.	7:50-8:15 a.m.
Rockside	8:45 a.m.	8:45 a.m.	3:45 p.m.	3:45 p.m.	8:15-8:45 a.m.
Raymond	8:45 a.m.	8:50 a.m.	3:45 p.m.	3:45 p.m.	8:15-8:45 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 below 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:**

Dunham School	216-587-6125 (option 4)
Raymond School	216-587-6135 (option 4)
Rockside School	216-587-6140 (option 4)
Stafford School	216-587-6145 (option 4)

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. 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 **4:00-8:00 p.m. on Thursday, October 29 and Wednesday, November 4 for every student.** 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:

<b>Dunham Elementary</b>	<b>– Thursday, August 27 at 6:30 p.m.</b>
<b>Raymond Elementary</b>	<b>– Thursday, September 3 at 6:30 p.m.</b>
<b>Rockside Elementary</b>	<b>– Wednesday, August 26 at 6:30 p.m.</b>
<b>Stafford Elementary</b>	<b>– Thursday, September 10 at 6:30 p.m.</b>

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 the parent access to Progress Book. Additionally, parents utilizing Progress Book will have the ability to view homework assignments, and receive messages from our teaching staff. Parents will receive a user name and password by mail at the beginning of each school year.

**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.

There is also a parent liaison at each grade level (K-6). This person knows about each child at their particular grade level. Additionally, the liaison follows your child's grade level for his/her entire time in elementary school. You should get to know your child's liaison as soon as possible.

**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 is sent home, made available to students and parents 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 6 in every public school in the State of Ohio.

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

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

**Grade 3**

Reading Achievement Tests  
Math Achievement Tests

**Grade 4**

Reading Achievement Tests  
Math Achievement Tests  
Writing Achievement Tests

**Grade 5**

Reading Achievement Tests  
Math Achievement Tests  
Science Achievement Tests  
Social Studies Achievement Tests

**Grade 6**

Reading Achievement Tests  
Math Achievement Tests

**Q. *What happens if my child does not pass the Third Grade Reading Achievement Test?***

- A. Third grade students must score either advanced, accelerated or proficient on the Reading Achievement Test to pass the reading standard established by the state.

If you would like more information, please contact the school principal or go to the Ohio Department of Education website: [www.odestate.oh.us/achievement](http://www.odestate.oh.us/achievement) .

**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-3 take the state diagnostic tests in reading, writing, and math.

Students in grades 2-6 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 2-6 have assignment notebooks 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/notebook 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 Maple Heights City Schools serve nutritionally balanced meals daily to students in grades K-6. 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¢ cents. 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 school year is as follows:

Kindergarten	\$15.00
Grades 1-3	\$25.00
Grades 4-6	\$30.00

These fees cover all consumable workbooks, classroom student magazines and supplies for art and science classes. Instructional fees for grades K-6 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.

The Maple Heights Board of Education has adopted a policy requiring that when funds are owed to the district for instructional fees, 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 any reason, including payment of 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. The student will remain in the grade level just completed until fees are paid.

**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 THE APPENDIX AND MUST BE COMPLETED. ADDITIONAL FORMS ARE AVAILABLE IN THE OFFICE.

**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. (see Appendix).

**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 monthly during the school year by the principal. This newsletter will contain important information for the month as well as a monthly calendar of events and menu. 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 the following dress code for students. These specific rules were developed to set standards which are appropriate for school.

**Common Decency:** Immodest and/or indecent dress will not be permitted. When 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 remove a student from class until the situation is resolved.

1. Bare midriffs, halters, pajamas, underwear type "T" shirts, or that which gives the appearance of an undergarment, tube tops, off the shoulder shirts and cut out garments are not permitted. The straps of the top must be at least two inches in width. Split skirts and/or extremely short skirts are not worn. The length of the shorts/skirts should at least be even with your child's fingertips when fully extended and the arms are straight down at his/her side.
2. Sheer blouses, dresses or shirts are not to be worn unless a proper undergarment is worn.
3. Shorts (knee length) will be allowed throughout the year.
4. Extremely tight-fitting garments are not to be worn.
5. Trousers/shorts must be accompanied by a belt and may not be worn low on or below the hips (sagging).
6. Clothing with explicit or violent writing is prohibited.

Health and Safety: No style of clothing, jewelry 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.

1. The hands, hair, face, body, and clothes must be clean and neat. Make-up at the elementary level is not acceptable.
2. Stocking feet or bare feet are not permitted.

Clothing and grooming may be more strictly regulated for health or safety reasons, such as: when working in the school lunchroom or participation in gym classes.

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, jewelry, or hairstyles, which may disrupt the educational process, are prohibited.

1. Head coverings (outdoor type), wave caps, doo rags, scarves, handkerchiefs hair curlers, combs, and picks are not to be worn, unless for religious reasons.
2. Students have the right to wear buttons, patches, insignias, pins, armbands, etc. as long as they are not defamatory or obscene. Nothing is to be worn that has any reference to sex, drugs, alcohol, tobacco or gang involvement.
3. Purses can be brought to school; however, may **only** be carried during restroom breaks.

In addition, the elementary schools have implemented the following policies, along with the Board of Education adopted Dress Code.

1. Sunglasses are inappropriate for school.
2. Radios, head phones, electronic pagers, cellular phones or other electronic devices are not permitted.
3. Coats, jackets, and outerwear are not to be worn in the classroom unless room temperatures warrant extra apparel. The principal will determine if outerwear is appropriate for the temperature of the classroom.

**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 (see Appendix). 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.

## APPENDIX

- #1**.....Request For The Administration Of Medication  
By School Personnel
  
- #2**.....A Letter from the Director of Transportation  
(School Bus Safety & Your Child Information)
  
- #3**.....Acceptable Use & Internet Safety Regulation  
and Agreement
  
- #4**.....Notice of Rights Under FERPA
  
- #5**.....Release of Student Information and Refusal  
to Release Information Form
  
- #6**.....School Supply Lists

*Maple Heights City Schools*  
**From the Office of the Nurse**

**Request For The Administration Of Medication By School Personnel**

The following student is under my care and should receive the medication indicated below. It is not possible to arrange for this medication to be taken at home under the supervision of a parent, and therefore, it must be taken during school hours.

Name of Student: \_\_\_\_\_

Address: \_\_\_\_\_

Name of prescribed medication and dosage: \_\_\_\_\_

Non-prescription medication and dosage: \_\_\_\_\_

Time of day to be administered: \_\_\_\_\_

Date administration is to begin: \_\_\_\_\_

Date to complete medication: \_\_\_\_\_

Adverse or severe reaction that should be reported to physician: \_\_\_\_\_

\_\_\_\_\_

Special instructions for administration of medication: \_\_\_\_\_

\_\_\_\_\_

This medication can be safely administered by non-medical personnel:    \_\_\_ Yes    \_\_\_ No

Physician's Signature: \_\_\_\_\_

Physician's Name (printed): \_\_\_\_\_

Physician's Phone Number: \_\_\_\_\_

Please regard my signature below as my assurance that I release Maple Heights City Schools, PSI, and any or all of the school and PSI's officers or employees from any liability or damages resulting from the consequences or adverse reactions of our child taking or failing to take this medication at the times prescribed. I also agree to keep the school informed in writing of any revision in the physician's prescription. I have had the opportunity to ask any questions. They have been fully answered to my satisfaction.

I hereby authorize, request and give my permission to the principal, or his/her delegate (school nurse or other responsible person) to store, supervise, and/or administer this medication to my child.

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# Maple Heights City Schools

## **SCHOOL BUS SAFETY & YOUR CHILD 2009-2010 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 parents/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 ACCEPTABLE USE & INTERNET SAFETY**

The mission of the Maple Heights City Schools includes a focus upon imparting to our students the skills and knowledge necessary to function and compete in a changing world. It would be impossible to understand the changes in our world without considering the growth and increasing importance of the global information infrastructure known as the Internet. Maple Heights City Schools recognize that our students will live and work in a world of increasingly sophisticated technology and greatly enhanced communications. The District further recognizes that the availability of an ever-present and virtually unlimited information resource has profound implications for instruction; therefore, the District believes that it is imperative to provide Internet and/or E-mail access to our students and staff, subject to Board Policies CS, CSB, CSC which regulate Internet and E-Mail Usage, and subject to this Regulation.

In order for the school district to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable effort to supervisor student use of network and Internet access, they must have student cooperation in exercising and promoting responsibility use of this access.

Following is the District's Regulation and Agreement for Acceptable Use and Internet Safety. Upon reviewing, signing and returning the Agreement, the student will be eligible to receive Internet access at school and is agreeing to follow the Regulation. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Agreement. The district cannot provide access to any student who, if 18 or older, fails to sign and submit the Agreement to the school, if under 18, does not return the Agreement with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact your child's school. If any user violates this Agreement, the student's access may be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

### **I. Personal Responsibility**

By signing this Agreement, you are agreeing not only to follow the rules in this Regulation, but are agreeing to report any misuse of the network to an administrator, teacher or other staff member. Misuse means any violations of this Regulation or any other use that is not included in the Regulation, but has the effect of harming another or his or her property.

### **II. Term of the Permitted Use**

A student who submits to the school, as directed, a properly signed Agreement and follows the Regulation to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Agreement each year during which they are students in the district before they are given access.

### **III. Acceptable Uses**

**a. Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with your teacher, administrator, or other staff member, to help you decide if a use is appropriate.

**b. Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this Regulation are as follows:

1. uses that violate, or encourage others to violate, the law or district regulation or policy. Don't transmit offensive or harassing messages; offer for sale or use any substance that possession or use of which is prohibited by the law, district policy, regulation or student code of conduct; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; alter system software without authorization; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

2. uses that cause harm to others or damage to their property. I.E., don't engage in defamation (harming another's reputation by lies); employ another's password or some other use identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse", or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
  3. uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
  4. uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
- c. **Netiquette.** All users must abide by rules of network etiquette, which include the following:
1. be polite and use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
  2. avoid language and uses which may be offensive to others users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation or disability.
  3. don't assume that a sender of email is giving his/her permission for you to forward or redistribute the message to third parties or to give his/her email address to third parties. This should only be done with permission or when you know that the individual would have no objection.
  4. be considerate when sending attachments with email (where permitted). Be sure the file is not too large to be accommodated by the recipient's system and is in a format which he/she can open.

#### IV. Internet Safety

- a. **General Warning: Individual Responsibility or Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to a teacher, administrator, or other staff member.
- b. **Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parents/guardians' permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
- c. **"Hacking" and Other Illegal Activities.** It is a violation of this regulation to use the district's computer network or the Internet to gain unauthorized access to other computers or computer system, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- d. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

- e. **Active Restriction Measures.** The district, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies designated to prevent students from accessing visual depictions that are obscene, pornographic, or harmful to minors. The district will also monitor, to the extent practicable or technically possible, the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors. However, it is impossible for the district to restrict access to all offensive and controversial materials.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254[h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- o taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- o depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- o taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**V. Privacy**

Network and Internet access is provided as a tool for your education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

**VI. Failure to Follow Policy**

The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this Regulation, may at a minimum have his or her access to the computer network and Internet terminated, which the District may refuse to reinstate for the remainder of the student’s enrollment in the District. A user violates this Regulation by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Regulation if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The District may also take other disciplinary action in such circumstances.

**VII. Warranties/Indemnification**

The District makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Regulation. The District is not responsible for the accuracy, quality, or completeness of any information available on the Internet. Furthermore, it shall not be responsible for any claims, losses, damages, or costs (including attorney’s fees) of any kind suffered, directly or indirectly, by any user or his/her parent(s)/guardian(s) arising out of the user’s use of its computer networks or the Internet under this Regulation. By signing this Agreement, users are taking full responsibility for his/her use, and the user who is 18 years of age or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold harmless the School, District, Data Acquisition Site that provided the computer and Internet access opportunity to the District and all of its board members, administrators, teachers, and staff against and from any and all losses, costs, claims or damages of whatever kind, resulting from the user’s access to its computer network and the Internet, including, but not limited to any fees or charges incurred through purchases of good or services by the user. The user or, if the user is a minor, the user’s parent/guardian(s) agree to cooperate with the District in the event of the District’s initiating an investigation of a user’s use of his/her access to its computer network and Internet, whether that use is on a school computer or on another computer outside the District’s network.

**VIII. Updates**

Users, and if appropriate, the user’s parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Agreement, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his or her parents or guardian) or such new Agreement must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the school.

**MAPLE HEIGHTS CITY SCHOOL DISTRICT  
STUDENT ACCEPTABLE USE & INTERNET SAFETY AGREEMENT**

_____	
Student User's Name (Please Print)	
_____	_____
School	Grade Level

I have reviewed and understand the Internet Acceptable Use & Internet Safety Regulation established by the Maple Heights City School District. I further agree to abide by the Internet Acceptable Use and Internet Safety Regulation. I understand that I do not have an expectation of privacy and that the District may monitor electronic communications. I understand the use of the Internet is a privilege, and not a right, and inappropriate use may result in cancellation of my privileges. Inappropriate use includes, but is not limited to, the following:

- unlawful downloads of music, movies, or files
- use of third-party Internet providers (i.e. AOL, CompuServ, etc.)
- any action that by-passes the proxy server
- personal or unauthorized use of the Internet and/or Email
- unauthorized loading/installation or use of any unauthorized software, CD's, DVD's, or disks on any District computer or server. Installation or use of any software, CD's, DVD's, or disks must be requested in writing, approved by the superintendent or designee, and installed by the District's technology coordinator

I further understand that any violation of the foregoing regulations is unethical and could constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. Signing this form affirms that I agree to follow all District guidelines.

Student User's Name (Please Print)\_\_\_\_\_

Student User's Signature\_\_\_\_\_Date\_\_\_\_\_

**INTERNET PARENT PERMISSION WAIVER**

*(To be completed by the Parent/ Guardian of a Maple Heights student under the age of 18)*

As the parent or guardian of the student named below, I have read the Maple Heights city School District's Acceptable Use & Internet Safety Regulation. I understand that this access is designed for educational purposes. I also understand that it is impossible for the Maple Heights City School District to restrict access to all controversial materials, and I will not hold the District or teachers responsible for materials acquired on the Internet. I also understand the District may monitor electronic communications. I hereby give permission to provide Internet access for my child and certify that the information contained on this form is correct.

Parent/Guardian's Name (Please print)\_\_\_\_\_

Parent/Guardian's Signature\_\_\_\_\_Date\_\_\_\_\_

---

**PLEASE COMPLETE AND RETURN TO YOUR CHILD'S SCHOOL**

# *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.

# Maple Heights City Schools

## RELEASE OF STUDENT INFORMATION

### A. NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

The District has designated certain information contained in the education records of its students as “directory information” for purposes of the Family Educational Rights and Privacy Act (“FERPA”).

The following information regarding students is considered directory information:

- ◆ student’s name;
- ◆ student’s photograph;
- ◆ student’s extracurricular participation;
- ◆ student’s achievement awards or honors; and
- ◆ student’s weight, height, and grade, if a member of an athletic team.

Pursuant to FERPA, a student’s directory information may be disclosed by the District to third parties for any lawful purpose without the consent of the student or the student’s parents (i.e., for publication in the local newspaper of the honor roll or information about student athletes; including such information in a student directory; or displaying such information on the District’s website). Parents of students and adult students have the right, however, to refuse to permit the disclosure of directory information to third parties. Therefore, if you do not want the directory information listed above disclosed to third parties, *please complete Section A of the attached Refusal to Release Information form and return the form to your child’s school office, on or before September 1, 2009.* Please be advised that, by signing the refusal to release information form your child’s information will not be included in the following. (Please note that the below list cites examples and is not all inclusive):

newspaper	athletic programs	awards
yearbook	team pictures	bus routes
school website	club pictures	invitations
perfect attendance list	class T-shirts	class picture
athletic rosters	parents’ night	Valentine’s Day cards
music programs	graduation program	Boy/Girl Scouts
building student directories	play programs	web page
elementary class pictures	scholarship information	honor/merit roll lists
student recommendation letters	student awards	student projects in the building
posted birthdays	class lists on school doors	

***\*Written, dated, signed consent must first be given in order for your child’s information to be included.***

### B. MILITARY RECRUITERS (High School Students ONLY)

Additionally, please be advised that the District is required by law to release the name, address, and telephone number of high school students to military recruiters requesting such information. However, parents of students and adult students have the right to refuse to permit the disclosure of any or all of such information to military recruiters. If you **do not** want any or all of such information disclosed to military recruiters, please complete Section B of the attached Refusal to Release Information and *return the form to your child’s school office, on or before September 1, 2009.*

***In the event that you do not return the Refusal to Release Information form, the District will deem that you do not object to the release of information.***

*Maple Heights City Schools*  
**REFUSAL TO RELEASE INFORMATION**

Child's Name: \_\_\_\_\_  
(please print)

Parent's Name: \_\_\_\_\_  
(please print)

School: \_\_\_\_\_  
(please print)

---

---

**Section A – ALL Students**

I refuse to permit the District to disclose any directory information regarding the above-listed student without my prior consent, except as otherwise permitted by federal and state law.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

---

**Section B – High School Students ONLY**

The District is not permitted to release the following information to a military recruiter (please check 1, 2, or all):

\_\_\_\_\_ Student's Name

\_\_\_\_\_ Student's Address

\_\_\_\_\_ Student's Telephone Number

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please return this form to your child's school office on or before September 1, 2009 so we can best carry out your wishes with respect to the disclosure of information about your child. In the event that you do not return the Refusal to Release Information form, the District will deem that you do not object to the release of information.***

### KINDERGARTEN

#### All children need:

- ▶ 1 plastic folders with pockets
- ▶ 4 boxes (24) crayola crayons
- ▶ 1 box (24) pencils w/erasers
- ▶ 4 #2 Laddie pencils w/erasers (fat pencils)
- ▶ 4 big erasers
- ▶ 4 expo dry erase markers
- ▶ 2 pack of 4 Elmer's glue sticks
- ▶ 4 bottles of 4 oz. Elmer's white school glue
- ▶ 1 (big) coloring book for inside recess
- ▶ 1 box Ziploc bags, Gallon size (24 ct.)
- ▶ 1 box Ziploc bags, Quart size (24 ct.)
- ▶ 1 bottle of Purell (8 oz.)
- ▶ 1 Fiskar scissors blunt tip
- ▶ 1 3 pk of t-shirts for art smocks & projects
- ▶ 1 art smock (large t-shirt or button down shirt)
- ▶ 1 book bag (large enough for a picture book, **no wheels**)
- ▶ 2 boxes of Kleenex
- ▶ 1 extra change of clothes in a plastic bag labeled w/child's name and room number
- ▶ 1 pkg. small paper plates (no styro-foam)-**Girls only**
- ▶ 1 pkg. large paper plates (no styro-foam)-**Boys only**
- ▶ 1 box Clorox wipes-**Girls only**
- ▶ 2 box baby wipes-**Boys only**

### GRADE 1

#### All children need:

- ▶ 4 12 pack of yellow No. 2 pencils (American made only)
- ▶ 2 block eraser
- ▶ 2 boxes of 24 crayons (not 1 box of 48)
- ▶ 1 scissors (metal blade with plastic handle)
- ▶ 5 glue sticks (white only and not liquid glue)
- ▶ 1 2-pocket folder (any color – no prongs)
- ▶ 3 large boxes of tissues (200 count)
- ▶ 1 small school supply box (approx. 5"x8"x2")
- ▶ 1 book bag or backpack (bring daily)
- ▶ 1 paint shirt or art smock for art class (old shirt that fits easily over clothing)
- ▶ 1 coloring book (for indoor recess)
- ▶ 1 hand sanitizer 12 fl oz
- ▶ 1 roll of paper towels – **Girls Only**
- ▶ 1 container Lysol or Clorox sanitizing wipes – **Girls Only**
- ▶ 1 box of gallon size zip lock style bags – **Boys Only**
- ▶ 1 box of baby wipes – **Boys Only**

### GRADE 2

- ▶ 1 Boxes of Crayons (24 Count)
- ▶ 1 Pair of Metal Scissors w/Plastic Handle
- ▶ 2 Glue Sticks – White
- ▶ 1 Elmer's Glue – White
- ▶ 4 – 12 Packs of No. 2 Pencils
- ▶ 1 Large Eraser
- ▶ 3 – Two Pocket Folders (1 each: Red, Yellow, Blue)
- ▶ 4 Spiral Notebooks Wide Ruled (1 each: Red, Yellow, Blue, Green)
- ▶ 10 Pack Markers
- ▶ 1 Highlighter
- ▶ 2 Dry Erase Markers – Black
- ▶ 1 Sharpie Marker Black Fine Point for Art
- ▶ 1 School Supply Box or Pencil Pouch with Zipper
- ▶ 1 Package of 3 x 5 Index Cards (100 Count)
- ▶ 1 Mini Pencil Sharpener
- ▶ 1 Purell Pump or Lysol/Baby Wipes
- ▶ 3 Boxes of Kleenex (200 Count or Larger)
- ▶ 1 Roll Paper Towels
- ▶ 1 Box Sandwich or Gallon Locking Bags
- ▶ Gym Shoes for Physical Education Days
- ▶ 1 Backpack (**NO WHEELS**)

### GRADE 3

- ▶ 2 Boxes of Crayons (24 Count)
- ▶ 1 Pkg. of Twistable Colored Pencils (12 Count)
- ▶ 1 Pkgs. Thin Washable Markers
- ▶ 1 Pair Fiscar Pointed Scissors
- ▶ 8 Glue Sticks
- ▶ 6 – 12 Packs of #2 Pencils
- ▶ 2 Large Pink Erasers
- ▶ 1 Package Loose Leaf Notebook Paper (**Wide Ruled**)
- ▶ 4 – Two Pocket Folders (1 each: Red, Yellow, Blue, Green)  
**No Other Colors or Design**
- ▶ 4 Spiral Notebooks Wide Ruled (1 each: Red, Yellow, Blue, Green) **No Other Colors or Design**
- ▶ 1 Soft Sided Pencil Pouch with Zipper
- ▶ 2 Packages of 3x5" Index Cards (100 Count)
- ▶ 1 Fine Point Black Sharpie Marker for Art
- ▶ 3 Boxes of Kleenex (200 Count or Larger)
- ▶ 1 box Quart Size Slide Locking Bags
- ▶ 1 Box Gallon Size Slide Locking Bags
- ▶ 1 Backpack (**NO WHEELS**)
- ▶ 2 Rolls of Paper Towels
- ▶ 1 Purell Pump or Baby Wipes
- ▶ **NO TRAPPER KEEPERS**

### GRADE 4

- ▶ 1 Box of quart Ziploc Bags
- ▶ 1 Box of gallon Ziploc Bags
- ▶ 2 Rolls of paper towels
- ▶ Crayons (48 count)
- ▶ Pointed Scissors
- ▶ 3 Glue Sticks (white)
- ▶ 1 Elmer's Glue
- ▶ 4 Packs of pencils with erasers
- ▶ Colored pencils (24 count)
- ▶ 5 Spiral notebooks (70 count) red, blue, green, purple, yellow
- ▶ 5 Pocket folders (for classroom) red, yellow, blue, green, purple
- ▶ 3 Packs of notebook paper (3/8" ruled)
- ▶ 1 Pack 3x5 lined index cards
- ▶ Zipper pencil case (no boxes)
- ▶ 3 Large boxes of Kleenex
- ▶ 1 Folder for Art
- ▶ 1 Folder for Music
- ▶ 1 USB port/flash drive
- ▶ 1 Set ear buds (small head-phones) can get at a dollar store
- ▶ 1 Take home/homework folder
- ▶ Small hand sanitizer
- ▶ 2 Small pencil sharpeners that catch shavings

*\*\*Subject to change based on classroom needs\*\**

*The following items are **NOT** needed:*

*Dictionary, Thesaurus, Highlighters, Binders or Markers*

### GRADE 5

- ▶ 3 Three subject notebooks -green, blue, purple
- ▶ 1 One subject notebook -red
- ▶ 1 Composition notebook
- ▶ 5 Pocket folders **w/prongs** (blue, yellow, red, green & purple)
- ▶ 3 Pocket folders (*art, music & take home - any color/type*)
- ▶ 1 1/2 - 2 inch, 3-ring binder (optional for organizational purposes)
- ▶ 1 pack of crayons (48 count)
- ▶ 1 Set water-based markers (8 colors) or 1 pk
- ▶ 1 pack colored pencils (12 or 24 count)
- ▶ 1 Pair pointed scissors
- ▶ 1 Zipper pencil case (no boxes)
- ▶ 1 Fine tip permanent marker (black)
- ▶ 1 12" ruler with inches and centimeters

### GRADE 5 CONTINUED

- ▶ 1 Protractor
- ▶ 1 USB port / flash drive
- ▶ 1 Set of ear buds (small headphones) can be found at Dollar store
- ▶ 3 Boxes of Kleenex (LARGE)
- ▶ 2 Rolls of paper towels
- ▶ 1 Old shirt for art
- ▶ 1 Box of Ziploc Bags (gallon size) – **Boys only**
- ▶ 1 Container of disinfectant wipes – **Boys only**
- ▶ 1 Box of Ziploc bags (quart size) – **Girls only**
- ▶ 1 Bottle of sanitizer – **Girls only**

*\*\*Due to limited space please send 1 each of the following items. Store extras at home where child may access extra when needed.*

- ▶ 3 colored pens (not black or blue)
- ▶ 2 highlighters
- ▶ 6 glue sticks or 2 bottles of Elmer's glue
- ▶ 2 packs of 3x5 lined index cards
- ▶ 3 pks notebook paper (wide ruled, loose-leaf)
- ▶ 4 12 pack of #2 pencils w/erasers or mechanical pencils w/ refill lead
- ▶ 1 pencil sharpener with cover
- ▶ 1 package of sticky notes-any color

### GRADE 6

- ▶ #2 pencils, pens, & student planners are needed daily for homeroom
- ▶ 2 boxes of Facial Tissues (homeroom)
- ▶ 1 pack crayons
- ▶ 1 pack colored pencils
- ▶ 1 pair scissors
- ▶ 1 pack washable markers
- ▶ 1 pack glue sticks
- ▶ 4 pocket folder w/fasteners (1 for art, 2 for L/A, 1 for science/ss)
- ▶ 2 spiral notebooks (70 or more sheets) (1 for L/A, 1 for science/ss)
- ▶ 1 pack highlighters
- ▶ 3 packages 3-hole, wide rule (3/8") filler paper (1 for math, 1 for L/A, 1 for science)
- ▶ 1 pocket dictionary & thesaurus
- ▶ 1 pack black or blue ink pens (no gel pens)
- ▶ 1 1" binder
- ▶ 1 set tab dividers
- ▶ 1 pack #2 pencils
- ▶ 1 protractor
- ▶ 1 12" ruler
- ▶ 1 set gym clothes (t-shirt, sweatpants or cotton shorts, tennis shoes)
- ▶ Old, oversized shirt for art class

### Instrumental Music (Band):

- ▶ Instrument w/various supplies needed for individual instruments (reeds, oil, rosin, rockstop)
  - ▶ class method book - can be purchased from Mr. Pui
  - ▶ 1 notebook and pencil
- \*\*Teams may need additional supplies\*\**

### ALL ELEMENTARY SCHOOLS

*Gym shoes and appropriate clothing must be worn to school on P.E. day.*

*All items must be labeled with your child's name in permanent marker.*

*Expect to replenish school supplies as needed throughout the school year.*

*You may want to stock up now to take advantage of store sales! All schools supplies will be kept at school. You will need to have on hand additional supplies for homework.*