

Maple Heights City Schools

Milkovich Middle School Family Handbook Policies, Notices & Procedures 2011-2012

New! MILKOVICH MIDDLE SCHOOL

19800 Stafford Avenue
216-438-6000
Susan Harvey, Principal
Grades 6 through 8
7:35 a.m. – 2:41 p.m.

BOARD OF EDUCATION

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587-6100
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2011-2012 Milkovich Middle 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.

| Start Time | Tardy Time | End Time | Pick Up Time | Breakfast Time |
|------------|------------|-----------|--------------|----------------|
| 7:35 a.m. | 7:35 a.m. | 2:41 p.m. | 2:41 p.m. | 7:51-8:21 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 school's attendance line at xxxxxxxxxxxx by 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.

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 | | Grade 5 | |
| Reading Achievement Assessments | | Reading | Achievement |
| Assessments | | | |
| Math 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. 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 30th 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 losses 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.

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

Milkovich 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

APPENDIX 1

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.

APPENDIX 2

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.

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.

APPENDIX 3

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.

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, applicants for employment, or in its educational programs and activities.