

# Maple Heights City Schools

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## Milkovich Middle School Family Handbook Policies, Notices & Procedures 2019-2020

### MILKOVICH MIDDLE SCHOOL

19800 Stafford Avenue  
216-438-6000

Matthew Bennett, Principal  
Jonah Forte, Assistant Principal  
Tawanna Hamm, Assistant Principal  
Grades 6 through 8  
7:30 a.m. – 2:40 p.m.

### BOARD OF EDUCATION

5740 Lawn Avenue  
216-587-6100

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# Frequently Asked Questions

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

- A. Please refer to the table below. 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.
- B.

Start Time	Tardy Time	End Time	Pick Up Time	Breakfast Time
7:20 a.m.	7:30 a.m.	2:40 p.m.	2:40 p.m.	7:00-7:20 a.m.

Students not in their classroom at the times indicated will be marked tardy. (There will no longer be a grace period). 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 no later than 7:30 a.m. It is available twenty-four hours per day. You will be asked to leave your child's name, grade level and reason for absence. **Our Attendance Line Phone Number is (216) 438-6000, ext. 2850.**

The Office 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 7:30 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. (Please see truancy reminder below)
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.

***Absences must be excused according to Board of Education policy.***

Truant, unverified, unexcused absences affect the student's education and increase the chances for failure. **It is the parent/guardian's responsibility to notify the school office when his/her child is absent from school.** Parents/guardians may be notified by school personnel after any unexcused absences. Continued unexcused absences will result in educational neglect/truancy filings with Children & Family Services and/or Juvenile Court, possible denial of student driving privileges, and possible withdrawal from school.

***Our goal is to educate your child. We cannot be successful if your child is not in school.***

**School Policies on Attendance, Absences and Truancy. "Habitual" & "Chronic" (Required Policy)**

HB 410 changes the manner in which a child of compulsory school age who is absent from school without legitimate excuse may be prosecuted under the juvenile justice system. Under continuing law, a child is "of compulsory school age" if the child is between 6 and 18 years old or if the child is formally enrolled in kindergarten.

First, the HB 410 eliminates the law's distinction between "habitual truants" and "chronic truants" and, accordingly, revises the way that a child may be adjudicated a delinquent child for habitual truancy. Under the act, a child who has been adjudicated a "habitual truant" and who violates a court order regarding that adjudication may further be adjudicated a delinquent child. The concept of "chronic truant" is eliminated.

HB 410 also revises the statutory definition of "habitual truant," using hours instead of days. Under the act, a child is an "habitual truant" when absent without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in a school year. Formerly, an "habitual truant" was one who was absent for five or more consecutive school days, seven or more school days in one month, or 12 or more school days in a school year. Under former law, a "chronic truant" was a child who was absent without legitimate excuse for seven or more consecutive school days, ten or more school days in one school month, or 15 or more school days in a school year. Such a child could be adjudicated a delinquent child.

The act requires each school district, educational service center, community school, and STEM school, beginning with the 2017-2018 school year, to adopt a new or amended policy to guide employees in addressing and ameliorating student absences.

That policy must include as an intervention strategy all of the statutorily prescribed actions "if applicable." Under former law, the list of interventions was permissive.

While the substance of the statutorily prescribed interventions is largely retained, **the act does require the policy to provide a truancy intervention plan for any student who is absent with or without legitimate excuse from the public school the child is supposed to attend for 38 or more hours in one school month, or 65 or more hours in a school year.** Prior law permitted a policy to provide a truancy intervention program for a habitual truant.

The act also removes a requirement that each school district incorporate into the policy as an intervention strategy the assignment of a habitual truant to an alternative school if an alternative school has been established.

### **Notice of Excessive Absences**

**The act requires that the attendance officer of a public school notify a child's parent, guardian, or custodian if the child is absent with or without legitimate excuse from the public school the child is supposed to attend for 38 or more hours in one school month, or 65 or more hours in a school year. That notice must be made, in writing, within seven days after the date of the absence that triggered the notice requirement.**

### **Absence Intervention Team**

**Within ten days after the absences of a student surpass the threshold for a habitual truant, the act requires a school principal or the district superintendent to assign the student to an absence intervention team. Within 14 school days after the assignment, the team must develop an intervention plan for that student in an effort to reduce or eliminate further absences.** As part of the absence intervention plan, the district or school may, in its discretion, contact the appropriate juvenile court and ask to have the student informally enrolled in the court's alternative to adjudication. If a district or school chooses to have students informally enrolled in the alternative to adjudication, the district or school must develop a written policy regarding the use of, and selection process for, that program to ensure fairness.

The act permits a school principal or district superintendent to establish an absence intervention team or series of teams, and requires a district superintendent, or the superintendent's designee, to establish an absence intervention team to be used by district schools that do not establish their own teams. Membership of each team may vary based on the needs of each individual student, but must include: (1) a representative from the child's school district or school, (2) another representative from the child's school district or school who knows the child, and (3) the child's parent (or parent's designee), or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, or social worker, or a representative of a public or nonprofit agency designed to assist students and families in reducing absences.

**Each intervention plan must vary based on the individual needs of the student. But each plan must state that the attendance officer must file a complaint in the juvenile court not later than 61 days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan or an alternative to adjudication. Furthermore, within seven days after the plan's development, the district or school must make reasonable efforts to provide the student's parent, guardian, custodian, guardian ad litem, or temporary custodian with written notice of the plan.**

The State Board of Education must develop a format for parental permission to ensure compliance with the federal Family Educational Rights and Privacy Act, related federal regulations, and state law on student privacy for use of each absence intervention team.

The act also expressly permits school districts and schools to consult or partner with public and nonprofit agencies to provide assistance as appropriate to students and their families in reducing absences, even outside the operation of an absence intervention team.

### **Parental Engagement**

**The act requires the district superintendent or school principal or chief administrator to select the members of an absence intervention team within seven school days of the triggering absence and requires at least three meaningful, good faith attempts to secure participation of the student's parent, guardian, custodian, guardian ad litem, or temporary custodian within that time.**

The district must inform the parent of the parent's right to appear by designee if the parent responds to the attempts to secure participation but is unable to participate for any reason.

If the parent, guardian, or custodian fails to respond, the school district must: (1) investigate whether the failure to respond triggers mandatory reporting to the county public child services agency, and (2) instruct the absence intervention team to develop a plan for the child without the child's parent, guardian, or custodian.

**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 expected 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 **on Wednesday, September 18, 2019 from 4:15pm - 7:30pm. and Wednesday, February 12, 2020 from 4:15pm – 7:30pm.**

Parents 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 IAT (Intervention Assistance Team). On the team are teachers, the school principal or 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.** Homeroom teachers should also be made aware of lunchroom concerns. You may leave a message for the teacher on his/her voice mail or send a note requesting that the teacher contact you. You may also check on 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 building and on our website, mapleschools.com.

**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?***

The following is a list of tests by grade level:

**Grade 6** - Reading Achievement Tests    Math Achievement tests

**Grade 7** - Reading Achievement Tests    Math Achievement Tests

**Grade 8** - Reading Achievement Tests    Math Achievement Tests    Science Achievement Tests

**Q. *What happens if my child does not pass the Sixth, Seventh or Eighth Grade Reading Achievement Test?***

**A.** Sixth, Seventh and Eighth 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.** Students in grades 6, 7 and 8 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. *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. 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 have agendas provided by the school.
- Q. What supplies will my child need for school?**
- A. Supply lists are mailed home to each student. 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. As of the 2019-2020 school year, all students will receive free lunch and breakfast due to a federally funded program.
- Q. May my child bring a packed lunch to school?**
- A. Many children bring packed lunches to school. Healthy choice drinks may also be available for purchase. **Carbonated beverages are NOT allowed.**
- Q. How are the children supervised at lunch?**
- A. There are teachers in the lunchroom to assist and supervise our children. 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.**
- 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 school. Fees must be paid each school year. **The fee for students in grades 6 through 8 is \$30.00.** These fees cover all consumable workbooks, classroom student magazines and supplies for art and science classes, etc. Instructional fees may only be paid online using EZPay. You can find the link on the schools website.
- 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, if applicable 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.
- Q. Do the schools have a nurse?**
- A. The middle school clinic is 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.

**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 a 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 Code of Conduct Section of this agenda 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.** To preserve the learning environment, all visitors are asked to turn off electronic devices. 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. Can my child use a cell phone to call, text, record or take pictures 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). If a student is violating this rule disciplinary consequences can result in Out-of School Suspension.

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

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

**Q. Does the middle school have a parent group?**

A. Each school has an Academic Booster and Watch D.O.G.S. (Dads Of Great Students) group that provides information, entertaining programs and educational activities for students, parents and guardians. Your participation is encouraged and would be 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 and what if my child is found in violation of the dress code?**

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. If your child is found in violation they will be sent to the office and a phone call home to have suitable clothing brought to the school will be made. If a parent/guardian cannot be reached the student will be placed in In-School Detention until the clothing can be replaced with appropriate attire or alternative clothing lent by the office will be offered to them so they can return to their classrooms. Students with multiple violations will be receiving disciplinary consequences.

**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 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 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 driver.
- i) Damage to seats and equipment **MUST** be paid for by the offender's parent/guardian.
- j) **Do not** leave books, lunches, musical instruments, or other articles on the bus, remember only items that can fit on the lap of a student can be transported. The Transportation Department cannot be responsible for these items.
- k) In case of a breakdown, students are to remain on the bus unless instructed otherwise by the driver.
- l) Bus riders are to be **courteous** to fellow students, the bus driver, and people riding in vehicles behind or adjacent to the school bus.
- m) Students **MUST** sit in their assigned seats.
- n) Students **MUST** board and depart the bus at the proper bus stop unless a change is authorized by the Superintendent or the Transportation Director. Students must have the same location for pick up and drop off.

- o) Entering and exiting buses **MUST** be in an orderly fashion. The wearing of loose fitting clothing, excess strings, ropes or hanging straps is discouraged. These items can get snagged by the school bus, causing possible harm to your child.
- p) No pets or animals of any kind are permitted on the school bus.
- q) No eating, no drinking, no chewing gum, no tobacco products, no matches/lighters, no firearms or weapons of any kind are permitted on the school bus.
- r) All appropriate rules listed above are also applicable to all bus stops. Proper conduct must be maintained.

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

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

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

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

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

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

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

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

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

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

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

# Maple Heights City Schools

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## Middle School Handbook 2019-2020

### **Appendix**

#### **SCHOOL BUS SAFETY & YOUR CHILD**

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/guardians. 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 in 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 216-587-6100 extension 6412.

Sincerely,

*Charnita McDonald*

Director of Transportation