STUDENT CONDUCT

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

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

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

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

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

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

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the district must conform to school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violence, disruptive, or inappropriate behavior by its students. A Zero Tolerance policy is mandated by the State of Ohio and is not a district guideline. Zero tolerance has been implemented to protect all students in the Maple Heights City School District.

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

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

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

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

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

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

Progressive Discipline: Maple Heights City Schools employs a progressive discipline plan. Students are expected to mature, learn from their mistakes, and improve their behavior over time. Students with chronic behavioral problems who do not improve during the course of the year will have increasingly more severe consequences. Students involved in the same incident may, therefore, receive different consequences depending on the individual’s discipline history. In addition, in the case of a severe misconduct the progressive discipline plan may not be followed.

ADMINISTRATIVE REMOVAL FROM SCHOOL

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

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

SUSPENSION

Suspension may be imposed when a student:

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

SUSPENSION PROCEDURES

The Superintendent or designee or the building principal or designee may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct. A student cannot be suspended from school solely because of unexcused absences. No period of suspension will be for more than ten (10) school days. If at any time a suspension is imposed and fewer than 10 days remain in the school year, the Superintendent cannot apply any or all of the period of suspension to the following school year.

The Superintendent may instead require a student to perform community service or another alternative consequence for the number of hours remaining on the student’s suspension. If the student is required to perform community service or another alternative consequence during the summer, he/she will be required to begin serving the consequence during the first full weekday of summer break. If a student fails to complete the community service or assigned alternative consequence, the Superintendent may determine the next course of action but still cannot require the student to serve the remaining time of the out-of-school suspension at the beginning of the following school year.

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

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.

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

4. Notice of this suspension will be sent to the:
   a. Superintendent or his/her designee       b. Student’s school record

5. The student will remain suspended for the duration of the suspension until action is taken on the appeal.

6. Student is not allowed on school property or to participate in school-sponsored activities.

7. Students who are suspended will be given the opportunity to make up class work.

**EXPULSION**

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

a. Has substantially disrupted or interfered with the educational process or endangered the health or safety of the student or others or damaged property.

b. Tends to substantially disrupt or interfere with the educational process or endanger the health or safety of the student or others.

**EXPULSION PROCEDURE**

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

The guidelines listed below will be followed for all expulsions:

1. The student and parent(s), guardian(s) or custodial parent(s) will be informed in writing of the potential expulsion and the reasons for the proposed action.

2. The student and parent(s), guardian(s) or custodial parent(s), and/or representative have the opportunity to appear on request before the Superintendent or his designee to challenge the action or otherwise explain the student’s actions.

3. This notice will state the time and place to appear which must not be less than three (3) school days nor later than five (5) school days after the notice is given.

4. Within one (1) school day of the expulsion hearing, the Superintendent will notify the parent(s), guardian(s) or custodial parent(s) and the Treasurer of the Board.

5. The notice will include the reason for the expulsion and the right of the student, parent(s), guardian(s) or custodial parent(s) to appeal to the Board of Education or its designee; the right to be represented at the appeal and the right to request the hearing be held in executive session.

6. The student will remain expelled for the duration of the expulsion until action is taken on the appeal.

7. The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

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

A. **Academic Dishonesty.** A student shall not engage in any act of cheating, plagiarism, or academic dishonesty, including but not limited to the removal and/or changing of any school records.

B. **Distribution or sale of unauthorized materials.** A student shall not distribute or sell unauthorized materials including candy and/or other food items on school property.

C. **Dress or Appearance.** A student shall not dress in an obscene or suggestive manner or in any fashion that, in the judgment of the administration, is inappropriate because it either interferes with the student’s health, safety, or welfare or that of other students, causes disruption of or directly interferes with the educational process, attracts undue attention, or conceals student identification.

D. **Failure to Serve School Discipline.** Refusing to serve an in-school suspension, Saturday school, or any other form of discipline, misbehavior while serving school discipline, failure to report for an assigned detention, and walking out of the principal’s or assistant principal’s office while discussing or receiving discipline will not be tolerated. The student may be required to serve the original consequence in addition to further discipline action.

E. **Misuse of Computer/Mobile Device.** Students shall not use a computer/mobile device to obtain access to lewd, obscene, inappropriate, scandalous, or other unauthorized information or otherwise misuse a computer or a computer program. Misuse of a computer/mobile device includes, “sending or displaying offensive messages or pictures; using obscene
language; harassing, insulting or attacking others; damaging computers/mobile devices, computer systems or computer
networks; violating copyright laws; using another's password; trespassing in another’s folder, work or files; intentionally
wasting limited resources; employing the network for commercial purposes; and using network and internet access to
engage in “hacking” or other unlawful activities.” Students and parent/guardian must sign the Maple Heights City School
District Student Network and Internet Form before a student can use a district computer.

F. Participation in Extra-curricular Activities. A student participating in extra-curricular activities shall not violate the rules and
regulations contained in the Student Code of Conduct or in the Athletic Code of Conduct.

G. Prohibited Articles. Any object that, in the judgment of the administration, disrupts or interferes with the educational
process or endangers the health, welfare or safety of students or staff is prohibited. This includes, but is not limited to,
gambling and gambling related items, mobile devices, laser pointers, and other electronic communication devices.

H. Punctuality and Tardiness. All students are expected to be on time for each class, unless illness or a delayed school bus
prevents timely attendance at school. Student attendance/tardiness will be closely documented and monitored.

I. School Buses. A student shall not violate the prescribed rules and regulations for student conduct on school buses.

J. Throwing of Objects. A student shall not throw any object without authorization, including, but not limited to snowballs.

K. Cell Phone Usage. Cellular phones shall not be visible, heard, or used at any time on school property. This includes the use
of a cell phone to call, text, or email parents/guardians. Students may go to the main office if there is an emergency and a
need to contact their parent/guardian. Cell phones must be stored and out of view during the school day, except for
authorized educational purposes.

L. Complicity. A student shall not actively or passively aid, abet, and/or otherwise encourage others to violate the rules
contained in the Code of Conduct.

M. Damage to Property. A student shall not cause or attempt to cause damage, destruction, or defacement to either school
property or private property, through improper use or otherwise.

N. Disruption of School/Disorderly Conduct. A student shall not cause any disruption of any classroom activity or the operation
of the school or the educational process and shall not engage in any act that is potentially harmful to the health, welfare
and safety of the student himself, other students or staff. This shall also include the incitement of others toward acts of
disruption.

O. False Reports/Forgery. Students shall not make false accusations or give false information on any school forms or
 correspondence or other communications directed to the school or school personnel. This includes forging names to
passes, excuses, or notes.

P. Gambling. A student shall not engage in any gambling activities, such as playing or gambling for money or other stakes; or
possess items that may be used for gambling such as dice.

Q. Illegal Possession of Building Keys and/or Unauthorized Entry. A student shall not possess, use, transmit or conceal any
building keys without proper authorization or enter any building outside of school hours without permission.

R. Insubordination/Defiance. A student shall not refuse to comply with reasonable requests, orders and directions of teachers,
substitute teachers, teacher aides, administrators, volunteers, or other authorized personnel during any period of time
when the student is properly under the authority of school personnel. Insubordination includes but is not limited to:
   i. Disobedience or disrespect toward any staff member
   ii. Not serving assigned detentions
   iii. Not following school rules or proper procedures
   iv. Not following assigned schedule/being in unauthorized area
   v. Chronically tardy to class
   vi. Repeated misbehavior after warning
   vii. Sexually suggestive actions

S. Intimidation/Harassment/Menacing. A student shall not intimidate, insult, or in any manner abuse or harass, verbally or in
writing, any student or staff member. This includes harassment based upon race, religion, national origin, sex or disability.

T. Profane, Obscene or Vulgar Language/Gestures. A student shall not use profane, obscene or vulgar language or gestures
at school, on school buses or while engaged in or present at any school sponsored event or activity.

U. Sexual Harassment. A student shall not sexually harass another student, staff member, or any other person. Sexual
harassment may include, but is not limited to:
   i. Sexual flirtation, touching, advances, or propositions
   ii. Verbal or physical abuse of a sexual nature
   iii. Graphic or suggestive comments about an individual’s dress or body
   iv. The use of sexually degrading words to describe an individual
   v. Displaying sexually aggressive objects or photographs
   vi. Sexually explicit or obscene jokes

V. Trespassing/Leaving School Property. A student shall not trespass on district property or leave school property or assigned
area prior to specified dismissal time without official permission.
W. **Tobacco.** A student shall not possess, smoke, smell of, or otherwise make use of tobacco in any form (including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, alternative nicotine products, electronic cigarettes, and any other forms of tobacco) in the school building, on school buses, at school sponsored activities, or on school property at any time.

X. **Display of Affection.** Students shall not engage in public displays of affection on school property. A student shall not demonstrate consensual affection or display affection in public. This includes touching or any other contact that may be considered sexual or inappropriate in nature.

Y. **Disrespect of Faculty & Staff.** A student shall not show disrespect to faculty and staff members. A student shall not behave or act in such manner that the faculty or staff member interprets it as disrespect. This includes verbal and non-verbal actions.

Z. **Loitering and/or Littering.** A student shall not loiter, litter or cause a disturbance during the school day, before or after school, or during school activities.

AA. **Arson/Attempted Arson.** A student shall not attempt to act or act in the burning or attempted burning of any item on school property.

BB. **Assault/Assault & Battery.** A student shall not engage in any act or threatened act of physical violence or force causing, attempting to cause, or threatening to cause physical harm to another. Acts of harassment and hazing may be considered assault as well.

CC. **False Alarms/Bomb Threats.** A student shall not give false alarm of fire, bomb, or other hazard, or misuse the school’s fire alarm system in any manner. Any infractions may result in a Maple Heights Police report.

DD. **Fighting.** A student shall not engage in any fight or other act of violence or force that causes harm or threatens to cause harm to another person.

EE. **Hazing.** A student shall not participate in hazing or other degrading or disgraceful acts.

FF. **Misure of Vehicles on School Property.** A student shall not violate the prescribed rules and regulations for use of vehicles on school property.

GG. **Narcotics, Alcoholic Beverages, Drugs, and/or Paraphernalia.** A student shall not use, sell or distribute, possess, buy, be under the influence of, or smell of, alcoholic beverages, illegal drugs, or narcotics on school property or at any school sponsored event at any time. A student shall not use, possess, offer to sell or distribute, or buy counterfeit or look-alike drugs. Possession of any type of drug paraphernalia is similarly prohibited.

HH. **Prescription or Non-prescription Drugs.** A student shall not sell or distribute, buy, or possess prescriptions or non-prescription/over the counter drugs. A student must follow the procedure for use of such medication at school.

II. **Strong Arm/Extortion.** A student shall not force another person to give him/her money or articles of value.

JJ. **Vandalism.** A student shall not attempt to act or act in a way that results in the destruction or defacement of school or private property.

KK. **Weapons/Look-alike Weapons and Dangerous Instruments.** A student shall not bring to school, possess, handle, transmit, threaten to use, or conceal any object capable of injuring himself or others. This includes, but is not limited to, fireworks, explosives, pyrotechnic devices of any kind, and other dangerous weapons or ordinances, including firearms, incendiary devices, knives and objects made, constructed, or altered so that to a reasonable person, the object appears to be a firearm.

LL. **Physical Abuse Directed Towards Staff.** A student shall not cause or attempt to cause physical injury to a school/district employee or school visitor.

MM. **Theft.** A student shall not take or attempt to take the property of others without their consent.

NN. **Personal Misbehavior.** A student shall not engage in any form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the administration and as outlined in the student/parent handbook for the building in which the student is enrolled.

OO. **Repeat Offenses/Chronic Misconduct.** A student shall not repeatedly fail to comply with school rules and regulations or directions of teachers, student teachers, teacher aides, principals, or other authorized school personnel. A student shall not repeatedly violate school rules nor flagrantly disregard school policies or acceptable standards of school behavior. This would include all areas of suspendable offenses where suspension was used as a remedy but had not proven successful in changing student behavior.

Any student who has repeated offenses totaling twenty (20) school days because of out-of-school suspension, in any one school year, will have formal warning of expulsion consideration for any future suspendable school rule violation. Upon the next suspension (In- or out-of-school), in any one school year, a recommendation for expulsion due to chronic misconduct may be forwarded to the Superintendent.
**Suspension Appeal Procedures**

Should a student who is 18 years of age or older or a student who has declared independent status by Board Policy or a student’s parent(s), guardian(s) or custodial parent(s) choose to appeal the suspension, he/she must do so, in writing to the Superintendent or his designee, within ten (10) calendar days of the notice of suspension. If the Superintendent or his designee affirms the suspension, the pupil or his/her parent(s), guardian(s) or custodial parent(s) may appeal the suspension to the Board of Education, or its designee, in writing to the Treasurer’s office.

**Expulsion Appeal Procedure**

A student who is 18 years of age or a student’s parent(s), guardian(s) or custodial parent(s) may appeal the expulsion by the Superintendent to the Board of Education or its designee in writing to the Treasurer’s Office within 14 days of receiving the Superintendent’s Expulsion Notice. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent(s), guardian(s) or custodial parent(s).

**Appeal to the Court**

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

**Assault on a School Employee**

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

**Restraint**

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

**Permanent Exclusion**

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

1. Illegal conveyance or possession of a deadly weapon or dangerous ordinance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance; and/or
2. Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is a district employee;
3. In addition, complicity in any of the above acts may be the basis for permanent exclusion.

**Emergency Removal of Student**

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

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

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

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

The right of inspection of students’ school locker or articles carried upon their persons and the interrogation of an individual student is inherent in the authority granted school boards. All searches are conducted sparingly and only when such search is reasonable and likely to produce tangible results to preserve discipline and good order or promote the safety and security of persons and their property within the areas of the school’s responsibility. The Board permits building administrators to search any unattended bag for safety and identification purposes.

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

SEARCHES OF SCHOOL PROPERTY ASSIGNED TO A STUDENT

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

1. General housekeeping inspection of school property may be conducted with reasonable notice.

2. A search of a desk or other storage space may be conducted where there exists reasonable cause for school authorities to believe that the area being searched contains evidence of a crime or violation of school rules.

3. Except as provided in number 5 below, search of other areas assigned to a student should be for a specifically identified item and should be conducted in the presence of the student and with the student’s knowledge.

4. Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

5. Random searches of automobiles on school premises may be conducted where, pursuant to policies FLA and FLB concerning student parking permits. The District has secured, as part of the parking application permit a waiver of the 4th amendment rights to unreasonable searches.

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

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

1. There should be reasonable cause to believe that the search will result in obtaining evidence which indicates the student’s violation of the law or school rules.

2. Searches will be conducted by a member of the same sex as the student.

3. Search will be conducted in the presence of another administrator or staff member (conducted privately and away from other students).

4. Parents(s)/guardian(s) of a minor student who is the subject of a search will be notified of the search and will be given the reason(s) for the search, as soon as feasible after completion of the search.

5. When evidence is uncovered indicating that a student may have violated the law, law enforcement officials shall be notified.

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

SEARCHES OF UNATTENDED BAGS BY SCHOOL PERSONNEL

Building administrators are permitted to search any unattended bag found on District property for safety and identification purposes. Once the administrator has determined the identity of the owner and that no safety or security issue exist, any subsequent searches of the item are based upon reasonable suspicion.

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

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

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

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

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

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

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

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

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

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

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

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

DISCIPLINE OF HANDICAPPED STUDENTS

SUSPENSION

Upon the tenth (10th) day of suspension, and any suspension thereafter of a student identified as handicapped (learning disabled, severe behaviorally disabled, developmentally handicapped and students on Section 504 Plan), the following action will be initiated by the administrator processing the suspension of the student.

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

1. Determine whether there is a casual relationship between the misconduct and the student’s identified handicap;
2. Determine that the handicapped student is being served appropriately, i.e., that his educational placement is appropriate to his/her needs; and
3. Develop strategies to improve the student’s behavior and to avoid further school disciplinary action.

Suspension in excess of ten (10) consecutive school day is regarded as a change in placement and disrupts the education of the handicapped student. In the case of recommendation of suspension in excess of ten school days, the Evaluation Placement Team must immediately convene to review the placement and offer recommendation for alternatives. Instruction in the areas outlined on the student Individualized Education Plan must be maintained.
If a student has a Section 504 Plan, the placement team must convene to determine whether or not the behavior is a manifestation of the student’s impairment. If the behavior is not, then the student may be suspended in excess of ten school days without providing instruction. If the behavior is determined to be a manifestation of the student’s impairment, then the student must be returned to the classroom.

**EXPULSION**

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

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**GENERAL INFORMATION**

**ABSENCES**

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

The procedure for reporting absences can be found in the Parent-Student Handbook for elementary and secondary students. In addition to that procedure, the following should be noted:

1. Upon arrival at the school building, no student may leave for any reason unless they have approval from the office. Absences must be reported and documented as indicated in the Parent-Student Handbook for each building.
2. Students must be present at least one-half day in the afternoon to participate in any after-school extracurricular activities on that date, unless the absence has been approved by the principal prior to the event.
3. Any student who has exceeded 38 or more hours in one school month, or 65 or more hours in a school year absent, may not receive credit for any semester-long course during that semester without administrative approval by the building principal or per the building-level code of conduct. Any student who has exceeded 72 or more hours of absence in one school year, may not receive credit for the year’s work or be promoted without administrative approval by the building principal or per the building-level code of conduct. Acceptable reasons for administrative approval include:
   - Proof of hospitalization/illness, self or family member (doctor’s note)
   - Homelessness or foster care placement
   - Proof of court appearance
   - Religious reasons
   - Traveling out of state to attend a board-approved enrichment activity (up to 24 hrs)
   - Funeral attendance information
   - Proof of College Visitation
4. 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:
   - Failure to bring absence notes to school within 3 days, and/or failure to have medical appointments documented
   - Proper documentation from a doctor for extended or excessive absences should be provided within two (2) weeks of the unexcused absence. After two (2) weeks from the date of unexcused absence or the last date in a series of consecutive unexcused absences, the absence may be permanently recorded as “unexcused”.
5. Unexplained absences/truancy cases will be investigated by school personnel. (See “Truancy and Attendance”)
6. Students assigned to an in-school suspension are expected to complete and hand in all work assigned on a daily basis; however, this effort to make up work is totally the student’s responsibility.
7. Students returning from expulsion may not be given the opportunity to gain credit for work missed.

**DRESS CODE**

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

1. **Immodest, and/or Indecent Dress.** Immodest, and/or indecent dress will not be permitted. When a student’s dress is judged to be inappropriate, the school will call the parents to discuss the nature of the problem and how it may be solved. It may be necessary to temporarily remove a student from class until the situation is resolved. Bare midriffs, halters, underwear type “T” shirts or that which gives the appearance of an undergarment, cut-out garments, split skirts and/or extremely short skirts are not to be worn. Sheer blouses, dresses or shirts are not to be worn unless a proper undergarment is worn. Hair curlers, combs and picks are not to be worn. Shorts will be allowed throughout the year.
Extremely tight fitting garments or short-shorts are not to be worn. Trousers/shorts must be accompanied by a belt and may not be worn low on the hips (sagging).

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

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

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

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

6. **Possession and/or use of electronic communicative devices.** Possession and/or use of electronic communicative devices is a suspendable offense (Refer to “Misconduct”, Section K) and are not to be worn in use or not in use.

**TARDINESS**

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

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

**TRUANCY AND ATTENDANCE ("Habitual" and "Chronic" Truancy)**

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.

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.

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. Such a child could be adjudicated a delinquent child.

**School Policies on Absences (Required Policy)**

The Act requires that each school district, educational service center, community school, and STEM school, adopt a policy to guide employees in addressing and ameliorating student absences. The policy must include as an intervention strategy all of the statutorily prescribed actions "if applicable." 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.

**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 10 days after the absences of a student surpass the threshold for a habitual truant, the act requires a school principal or 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.

**Summary of Duties**

The following summarizes the responsibilities of a school district or school at each stage of the truancy intervention process:

<table>
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<tr>
<th>Triggering Instance</th>
<th>Steps to be Taken</th>
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| Student is absent (excused or unexcused) for 38 or more hours in one school month or 65 or more hours in one school year. | • District or school's policy must include developing a truancy intervention plan for any student who meets this absence trigger.  
• District or school must provide written notice to the parent, within seven days of the triggering absence.  
• District or school may utilize any other intervention strategies contained in the new policy. |
| Student is absent (unexcused) for 30 or more consecutive hours, 42 or more hours in one school month, or 72 hours in one school year. | • District or school must assign the student to an absence intervention team within seven days of the triggering absence.  
• District or school must make three meaningful, good faith attempts to secure participation of the parent and investigate whether a failure to participate warrants a report to child protective services.  
• Within 14 days of assignment of a team, the team must develop an absence intervention plan.  
Within seven days of the plan's development, the district or school must provide written notice of that plan to the parent.  
• District or school may contact the court about informal enrollment of the child in an alternative to adjudication. |
| Student refuses to participate or fails to make satisfactory progress on absence intervention plan. | • Enrollment Office must file a complaint in the juvenile court not later than 61 days after plan implementation. |

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 or her child is absent from school.** Parents/guardians may be notified by the principal/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.**
**VACATIONS**

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

**[STUDENT] VEHICLE RIDER RULES & REGULATIONS**

*Standards of Conduct for Students Transported by School Bus*

Due to the school district’s continuing efforts to provide safe transportation for all students, whether for a field trip, athletic function, or to and from home, students are expected to abide by the following standards of school bus behavior, in addition to Ohio’s State Law.

1. Students need to arrive at their bus stop 5 minutes before the bus is scheduled to arrive.
2. Students need to wait quietly in a location clear of traffic and a safe distance from the bus stop in their “designated place of safety”, assigned by the driver.
3. Students at the bus stop must not threaten life, limb or property of any individual.
4. When boarding the school bus, students are to go directly to their assigned seat.
5. Students need to remain seated during the bus ride, keeping the aisle and exits clear.
6. Students are not to cross the street until the driver motions them across.
7. Students need to observe classroom conduct while riding the bus.
8. Students must not use profane language.
9. Students must refrain from eating and drinking on the bus.
10. Students must not use tobacco or electronic cigarettes on the bus.
11. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
12. Students must not throw or pass objects on, from or into the bus.
13. Students may carry on the bus only objects that can be held in their laps, ex: musical instruments.
14. Students must not put head or arms out of the bus windows.
15. Students must be quiet at railroad crossings until the bus entirely clears the crossing.
16. Students must leave or board the bus at locations ONLY to which they have been assigned, if student(s) miss the bus, parents are responsible for their transportation to school. Please do not chase the bus.
17. Students must follow the school’s student code of conduct while on the bus. All expectations of proper behavior and restrictions against misconduct apply while on the bus.

*Video cameras have been installed on the school buses. The tapes may be utilized to determine violations of Ohio State Law and/or Code of Student Conduct. Violations of these rules, or any action or behavior that may be harmful to the drivers, monitors or students may be the basis for suspension from the bus/school and or expulsion from bus riding privileges.*

The vehicle driver is in complete charge of the vehicle AT ALL TIMES and will report all violations and violators of the above rules to the building principal.

Chronic offenders may be suspended and/or expelled from the vehicle, and privileges discontinued.

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**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.

**CHILD FIND**

In accordance with the Individual's with Disabilities Education Improvement Act (IDEA) of 2004, the Maple Heights City School District is participating in Child Find efforts to locate, evaluate, and identify all children from birth through 21 years of age with disabilities, regardless of their situations, who have significant, individual needs and require intensive interventions through special education and related services.
A disability, in this instance, means such conditions as autism, deaf/blindness, multiple disabilities, deafness/hearing impairment, orthopedic impairment, visual impairment/blindness, specific learning disabilities, preschoolers with a disability, emotional disturbance, cognitive disabilities, speech and language impairments, orthopedic and other health impairments or traumatic brain injury.

Although many school aged disabled children are identified and currently being served by the district, preschool children ages 3-5, with disabilities may be unidentified because parents may not be aware that programs and services are now available through the public school. Community members can help us with this important effort. If you know of a child in our district with a disability that is not presently attending school or receiving services from another agency, please contact the Maple Heights Special Pupil Services Department at (216) 587-6100 ext. 3600.

In addition and in accordance with Section 504 of the Rehabilitation Act of 1973 and the American’s with Disabilities Act Amendment of 2008, the Maple Heights City School District is participating in Child Find efforts to locate, evaluate and identify all children who have a mental or physical impairment that substantially limits a major life activity who may because of disability, needs or is believed to need special education, related services or aids or accommodations/modifications. If a parent or guardian suspects that a child may be eligible under this federal definition, please contact the Maple Heights Special Pupil Services Department at (216) 587-6100 ext. 3600.

**THE DISTRICT’S 504 COMPLIANCE OFFICER/ADA COMPLIANCE OFFICER**

The Board of Education of the Maple Heights City School District does not discriminate on the basis of race, color, national origin, sex, or handicap in its programs and activities. Meghan Shelby, Special Pupil Services Director has been designated to handle inquiries regarding the non-discrimination policies. Dr. Shelby can be contacted as follows: Maple Heights City Schools, 5740 Lawn Avenue, Maple Heights, 44137 or at 216-587-6100, ext. 3600.

**THE DISTRICT’S TITLE IX COORDINATOR**

The Board of Education of the Maple Heights City School District does not discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Our District Personnel Director, has been designated as the District’s Title IX Compliance Coordinator. Inquires regarding compliance with Title IX may be directed to Mr. Michael May as follows: Maple Heights City Schools, 5740 Lawn Avenue, Maple Heights, 44137 or at 216-587-6100, ext. 3500.

**AMERICANS WITH DISABILITIES ACT (A.D.A.)**

The Maple Heights Board of Education welcomes and encourages any and all comments from individuals interested in the Americans With Disabilities Act (A.D.A) The A.D.A. contains Title I-Employment, Title II-Public Services, and Title III-Public Accommodations. Please contact Dr. Meghan Shelby, Special Pupil Services Director, 5740 Lawn Avenue, Maple Heights, 44137 or at 216-587-6100, ext. 3600.

**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.

**NOTIFICATION OF RIGHTS UNDER FERPA**

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the District to amend a record that they believe is inaccurate. They should write the Director of Pupil Services clearly identify the part of the record they want changed, and specify why it is inaccurate. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures 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 District officials with legitimate educational interests. A District official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the District Board; 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 District official in performing his or her tasks.

A District 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 education records without consent to officials of another District in which a student seeks or intends to enroll.

4. 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 are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

Student records shall be available only to students and their parents, eligible students, designated school officials, and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code. Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by Board policy and administrative guidelines and/or those specified in the law.

Each year the District provides public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." This information will be sent home at the beginning of each school year or when your child is enrolled in our district.

For information about parent and student rights to inspect, review and request amendments to educational records, or if parents/students believe their rights under Federal law have been violated, please contact Dr. Meghan Shelby, Special Pupil Services Director, 5740 Lawn Ave., Maple Heights, 44137 or at 216-587-6100.

NOTICE OF NON-DISCRIMINATION
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; and provides equal access to the Boy Scouts and other designated youth groups.

PROVISION OF AIDS & SERVICES TO HEARING IMPAIRED INDIVIDUALS
The Maple Heights City Schools shall provide reasonable aids or services to allow individuals with hearing impairments to attend, participate in, and/or benefit from school-sponsored programs and activities. Any individuals needing such an aid or service shall notify Dr. Meghan Shelby, Special Pupil Services Director of such need in writing, at 5740 Lawn Avenue, Maple Heights, 44137, at least seven (7) days prior to the date of the program/activity at which the aid/service is needed. Request should include the type of aid/service needed, and the reason for needing the aid/service.

ANTI-HARASSMENT/INTIMIDATION/BULLYING
Per Ohio Law, HB 276 requires all school district to develop and adopt an anti-harassment/ intimidation/bullying policy. In addition to the adoption and implementation of this policy, district administrators are required to provide semiannual summary reports of reported acts of harassment, intimidation and/or bullying. The district’s most recent report can be viewed at mapleschools.com, under “annual notices”.

Our district hotline to report acts of harassment, intimidation and/or bullying is 216.438.6420.
HAZING AND BULLYING

(Harassment, Intimidation and Dating Violence)

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

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

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

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

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

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

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

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District’s website, to the extent permitted by law.

The administration provides training on the District’s hazing and bullying policy to District employees and volunteers who have direct contact with students and by November 30 annually reports to the Ohio Department of Education compliance with this requirement through the Consolidated school mandate report. If the District reports noncompliance, the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently address the problem. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

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

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

Legal Refs.: Children’s Internet Protection Act; 47 USC 254 (h)(5)(b)(iii);(P.L. 106-554, HR 4577, 2000, 114 Stat 2763) ORC 117.53; 2307.44; 2903.31; 3301.22; 3313.666; 3313.667; 3314.03; 3319.073; 3319.321

Rev. 2019
DISTRICT CONTACT NUMBERS & INFORMATION

ADMINISTRATION/CENTRAL OFFICE
5740 Lawn Avenue
216-587-6100

Superintendent’s Office Ex. 3001/3002
Buildings & Grounds Ex. 1135
Business Office and Food Services Ex. 3222 or Ex. 3301
Career Tech Education Ex. 3402/3401
Curriculum & Instruction Ex. 3402/3401
Enrollment Office Ex. 3701
Gifted Education Ex. 3402/3401
Personnel Department Ex. 3500/3501
Special Pupil Services Ex. 3600/3601
Technology & Data Department Ex. 3700
Transportation Dept. Ex. 6412
Treasurer’s Office
  Assistant Treasurer Ex. 3101
  Accounts Payable Ex. 3103
  Benefits Ex. 3102
  Payroll Ex. 3300
Virtual Learning/Online Schooling Ex. 3701

BOARD OF EDUCATION
5740 Lawn Avenue
216-587-6100

Rosalind Moore, President
Michael A. White, Vice President
Pamela D. Crews, Member
Wendall C. Garth, Member
Connie Rosemond, Member

SCHOOLS

Abraham Lincoln School
Pre-K through Grade 1
9:10 a.m. – 4:00 p.m.
6009 Dunham Road
216-438-6030
Report Absences: Ex. 6607

John F. Kennedy School
Grades 2 and 3
9:10 a.m. – 4:00 p.m.
5933 Dunham Road
216-438-6010
Report Absences: Ex. 6607

Barack Obama School
Grades 4 and 5
8:21 a.m. – 3:15 p.m.
5800 Glenwood Avenue
216-438-6020
Report Absences: Ex. 6607

Milkovich Middle School
Grades 6 through 8
7:30 a.m. – 2:40 p.m.
19800 Stafford Avenue
216-438-6000

Maple Heights High School
Grades 9 through 12
7:45 a.m. – 2:55 p.m.
1 Mustang Way
216-438-6400
  Main Office: Ext. 1018
  Freshman Academy: Ext. 1340/1624
  Community ABC: Ext. 1320/1026
  Community HPS: Ext. 1330/1332
EAC Program: Ext. 3107 / 3105
Athletics Department: Ext. 1090 / 1071

WWW.MAPLESCHOOLS.COM