

# **EAST CLEVELAND CITY SCHOOLS PARENT/STUDENT HANDBOOK VERIFICATION**

- Student Code of Conduct
- Internet Usage Agreement
- Retention Policy
- Campus Wear
- Consequences Relative to Campus Wear Policy
- Electronic Communication Device Usage Policy

We have received and read the Student Handbook, including general information, rules and regulations. We realize that we are responsible for following its content.

Date:\_\_\_\_\_

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

Student Signature:\_\_\_\_\_

Parent Name:\_\_\_\_\_

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

Teacher Name:\_\_\_\_\_

**PLEASE RETURN THIS SIGNED FORM TO YOUR CHILD'S TEACHER AS SOON AS POSSIBLE.**

# **East Cleveland City School District**

**Put little BIG REDD  
here**

**Elementary School  
Parent/Student Handbook**

**2020-2021 School Year**

## TABLE OF CONTENTS

	Page
Schools/Important Phone Numbers	1
School Calendar	2
Student/Teacher Days	3
School Day	4
Philosophy of East Cleveland City Schools	5
Mission / Core Values / Vision	6
Continuous Improvement Plan/ Goals	7
Parental Involvement Policy	8
	9
Title I Parent Participation Policy	10
Title I Parent Involvement Committee	11
Enrollment & Withdrawal of Students	12
Transfers Out – Out of District	13
Attendance and Tardiness Policy	14
Field Trip Policy	15
Transportation	15
Reporting Student Progress	16
Parent-Teacher Conferences	16
Purposes of Parent-Teacher Conferences	16
Mid-Progress Report	16
Report Cards	16
Withholding Report Cards	16
Honor Roll	16
Merit Roll	16
Grading Policy	17
Guidelines for Grading Reporting K-6	17
Student Testing	17
2020-2021 Testing Schedule	18
Retention Policy	19
Access Rights – Custodial / Non-Custodial Parent(s) Policy	20
Homework Policies and Guidelines	21
Homework – Out of School Assignment	22
Grade Level Homework Policy – Kindergarten	23
Grade Level Homework Policy – First Grade	23
Grade Level Homework Policy – Second Grade	24
Grade Level Homework Policy – Third Grade	25
Grade Level Homework Policy – Fourth Grade	26
Grade Level Homework Policy – Fifth Grade	27
Grade Level Homework Policy – Sixth Grade	28
Ohio Department of Education – Content Standards	29
Technology Acceptable Use Policy	30
Internet Terms and Conditions	31
Technology Acceptable Use Policy User Agreement	32
Student-Parent-Teacher- Administration Agreement	33-34
School Visitors	35
Emergency Procedures	36

	<b>Health and Safety Matters</b>	<b>37-43</b>
	Procedures for Administering Medicine in School	37
	Medication Policy	37-39
	Asthma Medication	40
	Epinephrine Auto Injectors	41-42
	Contagious Diseases	43
	Immunization Requirements	44-45
	Uniform Dress Code (Campus Wear)	46-47
	Consequences Relative to Campus Wear Policy	48
	Electronic Communication Devices Usage Policy	49
	East Cleveland City School District's Sex Discrimination and Sexual Harassment Policies	50-54
	<b>Student Code of Conduct</b>	<b>55-69</b>
	Harassment, Intimidation, Bullying Policy	70-75
	Bullying/Harassment Complaint Form	76-77
	Title IX, Title VI and Section 504	78
	Grievance Procedures – Students	79
	Glossary of Terms	80-87
	Gang Policy	88-89
	100% Tobacco Free Schools Policy	90-91
	Custody	92
	Support Services for Student	93
	Homeless Policy	94
	Legal Notices – Annual Notice Regarding School Records	95
	Identification of Special Needs Children	96
	Confidentiality	96
	Release of Information to the Media	96
	Lunch Program Rules and Regulations	97
	School Photographs	98
	Parties	99
	Parent Teacher Organization	98
	School Volunteers	98
	Messages	98

# Schools

# IMPORTANT PHONE NUMBERS

<b>Caledonia Revitalization Elementary School</b> <b>268-6690</b> (Grades K-2) 914 Caledonia Avenue Ms. Felicia Curtain, Revitalization Principal	
<b>Mayfair Revitalization Elementary School</b> (Grades 3-5) 13916 Mayfair Avenue Mrs. Sabrina Ingram, Revitalization Principal	<b>268-6650</b>
<b>Prospect Academy (Preschool School)</b> (Ages 0-3 & 3-5) 1843 Stanwood Road Ms. Shawna LeSure, Administrator	<b>268-6670</b>
<b>W. H. Kirk Middle School</b> Mrs. Mary Fitzgerald, Principal 14410 Terrace Road	<b>268-6610</b>
<b>Shaw High School</b> Mr. Larry Ellis, Principal 15320 Euclid Avenue	<b>(216) 268-6887</b>
<b>9<sup>th</sup> &amp; 10<sup>th</sup> Grade</b> Dr. Ann Spurrier, Assistant Principal	<b>(216) 268-6516</b>
<b>11<sup>th</sup> &amp; 12<sup>th</sup> Grade</b> Mr. Almad Allen, Assistant Principal	<b>(216) 268-6376</b>

<b>Chief Executive Officer &amp; Superintendent</b> Dr. Henry Pettiegrew II	<b>268-6580</b>
<b>Chief Financial Officer/Treasurer</b> Mrs. Diana C. Whitt	<b>268-6587</b>
<b>Director of Curriculum, Instruction &amp; Assessment</b> Mrs. Paula Elder	<b>268-6598</b>
<b>Director of Human Resources</b> Mrs. Andratesha Fritzgerald	<b>268-6581</b>
<b>Career Pathway and Workforce Development Coordinator</b> Dr. John R. Buckner	<b>268-6581</b>
<b>Ombudsman</b> Mr. Dennis Bunkley	<b>268-6689</b>
<b>Director of Diversity, Equity &amp; Inclusion</b> Mrs. Rae Bastock	<b>268-6605</b>
<b>Special Education Supervisors</b> <i>Grades PreK-5</i> Mrs. Bethany Britt <i>Grades 6-12</i> Mrs. Courtney Jones	<b>268-6470</b> <b>268-6474</b>
<b>Assistant Treasurer</b> Mrs. Phyllis East	<b>268-6659</b>
<b>Director of Communications/Technology</b> Mr. Donshon Wilson	<b>268-6570</b>
<b>Facility and Operations Manager</b> Mr. Vergil Calloway	<b>268-6586</b>
<b>Director of Data, Research &amp; Assessment Registration</b> Mr. Tom Domzalski	<b>268-6568</b> <b>268-6600</b>
<b>Bus Garage</b> Mr. Larry Brown	<b>268-6599</b>
<b>Health &amp; Wellness Coordinator</b> Ms. Dawn A. Johnson	<b>268-6645</b>

**EAST CLEVELAND CITY SCHOOLS  
SCHOOL CALENDAR  
2020-2021 SCHOOL YEAR**

Wednesday, August 12, 2020.....	Teachers Report
Monday, August 17, 2020.....	First day of school for students
Friday, September 4, 2020.....	Teachers Professional Development Day – No Students
Monday, September 7, 2020 .....	<b>Labor Day</b> – District Closed
Friday, October 9, 2020.....	<b>NEOEAE Day</b> – District Closed
Monday, October 12, 2020 .....	Teachers Professional Development Day – No Students
Wednesday, October 21, 2020.....	Parent/Teacher Conferences <b>(2:00 p.m. - 5:00 p.m.) &amp; (6:00 p.m. - 8:00 p.m.) - 1:30 p.m. Student Dismissal</b>
Tuesday, November 3, 2020.....	Optional Teachers Professional Development Day – No Students
Wednesday, November 25- Friday, November 27, 2020.....	<b>Thanksgiving</b> – District Closed
Tuesday, December 22, 2020..... (at the end of the school day).....	Winter Break Begins
Thursday, December 24, 2020.....	<b>Christmas Eve Holiday</b> – District Closed
Friday, December 25, 2020.....	<b>Christmas Holiday</b> – District Closed
Thursday, December 31, 2020.....	<b>New Year’s Eve Holiday</b> – District Closed
Friday, January 1, 2021.....	<b>New Year’s Holiday</b> – District Closed
Wednesday, January 6, 2021.....	Schools Reopen
Friday, January 15, 2021.....	Optional Teachers Professional Day – No Students
Friday, January 15, 2021.....	OAPSE Staff Development Day
Monday, January 18, 2021.....	Martin Luther King, Jr. Day – District Closed
Friday, February 12, 2021 .....	Teachers Professional Development – No Students
Monday, February 15, 2021.....	<b>Presidents’ Day</b> – District Closed
Wednesday, March 3, 2021.....	Parent Teacher Conferences (5:00 p.m.-8:00 p.m.)
Monday, March 8, 2021.....	Teachers Professional Development – No Students
Monday, March 22, 2021.....	Spring Break Begins
Monday, March 29, 2021.....	Schools Reopen
Friday, April 2, 2021.....	Good Friday – District Closed
Monday, April 5, 2021.....	Easter Monday – District Closed
Wednesday, April 28, 2021.....	Parent Teacher Conferences (5:00 p.m.-8:00 p.m.)
Thursday, May 27, 2021.....	Last Day for Students
Friday, May 28, 2021.....	Last Day for Teachers
Monday, May 31, 2021.....	<b>Memorial Day</b> – District Closed

Total Numbers of Days.....	188
Days of Student Attendance.....	174
1 <sup>st</sup> Semester.....	87
2 <sup>nd</sup> Semester.....	87
Holidays.....	4
<i>(Labor Day, Thanksgiving, Martin Luther King Jr. Day, Presidents’ Day)</i>	

**STUDENT DAYS**  
**2020-2021 SCHOOL YEAR**

Week	Date	Days School not in Session	#of Days in Sessions Students	# of Days Teachers
1.	August 10-14, 2020	(Wednesday) 12 <sup>th</sup> Teachers Report	0	3
2.	August 17-21, 2020	(Monday) 17 <sup>th</sup> 1 <sup>st</sup> day for Students	5	5
3.	August 24-28, 2020		5	5
4.	August 31-September 4, 2020	(Friday) 4 <sup>th</sup> Teacher Professional Development Day	4	5
5.	September 7-11, 2020	(Monday) 7 <sup>th</sup> Labor Day – District Closed	4	5
6.	September 14-18, 2020		5	5
7.	September 21-25, 2020		5	5
8.	September 28-October 2, 2020		5	5
9.	October 5-9, 2020	(Friday) 9 <sup>th</sup> NEOEA Day - District Closed	4	4
10.	October 12-16, 2020	(Monday) 12 <sup>th</sup> Teacher Professional Development	4	5
	<b>End of First Quarter</b>	<b>Total Days of First Quarter</b>	<b>41</b>	<b>47</b>
1.	October 19-23, 2020	(Wednesday) 21 <sup>st</sup> , P/T Conferences – 1:30 p.m. Dismissal 2:00 – 5:00/6:00 – 8:00 p.m.	5	5
2.	October 26-30, 2020		5	5
3.	November 2-6, 2020	(Tuesday) 3 <sup>rd</sup> – Optional Teacher Professional Development	4	4
4.	November 9-13, 2020		5	5
5.	November 16-20, 2020		5	5
6.	November 23-27, 2020	(Wednesday) 25 <sup>th</sup> , (Thursday) 26 <sup>th</sup> , (Friday) 27 <sup>th</sup> Thanksgivings – District Closed	2	4
7.	November 30-December 4, 2020		5	5
8.	December 7-11, 2020		5	5
9.	December 14-18, 2020		5	5
10.	December 21-25, 2020	(Tuesday) 23 <sup>rd</sup> – Winter Break Begins Winter Break at the end of the day – Schools Closed	2	2
	<b>End of Second Quarter</b>	<b>Total Days of Second Quarter</b>	<b>43</b>	<b>46</b>
1.	December 28, 2020 – January 1, 2021	Winter Break – Schools Closed	0	0
	January 4-8, 2021	(Wednesday) 6 <sup>th</sup> schools Reopen	3	3
	January 11-15, 2021	(Friday) 15 <sup>th</sup> – Optional Teacher Professional Development OAPSE Staff Development Day	4	4
2.	January 18-22, 2021	(Monday) 18 <sup>th</sup> Martin Luther King Jr. District Closed	4	5
3.	January 25-29, 2021		5	5
4.	February 1-5, 2021		5	5
5.	February 8-12, 2021	(Friday) 12 <sup>th</sup> Teacher Professional Development	4	5
6.	February 15-19, 2021	(Monday) 15 <sup>th</sup> President Day – District Closed	4	5
7.	February 22-26, 2021		5	5
8.	March 1-5, 2021	(Wednesday) 3 <sup>rd</sup> - 5:00 – 8:00 p.m. P/T Conferences	5	5
9.	March 8-12, 2021	(Monday) 8 <sup>th</sup> Teacher Professional Development	4	5
	<b>End of Third Quarter</b>	<b>Total Days of Third Quarter</b>	<b>43</b>	<b>47</b>
1.	March 15-19, 2021		5	5
2.	March 22-26, 2021	Spring Break – Schools Closed	0	0
3.	March 29 – April 2, 2021	(Monday) 29 <sup>th</sup> – School Reopens (Friday) 2 <sup>nd</sup> Good Friday – District Closed	4	4
4.	April 5-9, 2021	(Monday) 5 <sup>th</sup> Easter Monday– District Closed (Tuesday) 6 <sup>th</sup> – School Reopens	4	5
5.	April 12-16, 2021		5	5
6.	April 19-23, 2021		5	5
7.	April 26-30, 2021	(Wednesday) 28 <sup>th</sup> - 5:00 – 8:00 p.m. P/T Conferences	5	5
8.	May 3-7, 2021		5	5
9.	May 10-14, 2021		5	5
10.	May 17-21, 2021		5	5
11.	May 24-28, 2021	(Thursday) 27 <sup>th</sup> Last Day for Students (Friday) 28 <sup>th</sup> Last Day for Teachers	4	5
	<b>End of Fourth Quarter</b>	<b>Total Days of Fourth Quarter</b>	<b>47</b>	<b>49</b>
		<b>Total Days</b>	<b>174</b>	<b>189</b>

## **ATTENTION**

### **SCHOOL DAY**

**CALEDONIA ELEMENTARY SCHOOL**  
914 Caledonia Road  
East Cleveland, OH 44112

**Time**  
**8:30 a.m. – 3:20 p.m.**

**MAYFAIR ELEMENTARY SCHOOL**  
13916 Mayfair Avenue  
East Cleveland, OH

**Time**  
**8:30 a.m. – 3:20 p.m.**

**PROSPECT ACADEMY**  
1843 Stanwood Road  
East Cleveland, OH 44112

**Time**  
**8:30 a.m.-3:00 p.m.**

**W. H. KIRK MIDDLE SCHOOL**  
14410 Terrace Road  
East Cleveland, OH 44112

**Time**  
**8:30 a.m. – 3:10 p.m.**

**SHAW HIGH SCHOOL**  
15320 Euclid Avenue  
East Cleveland, OH 44112

**Time**

**Monday thru Friday**  
**8:15 a.m. – 2:58 p.m.**



## **PHILOSOPHY OF EAST CLEVELAND CITY SCHOOLS**

The East Cleveland City Schools exist to help all children of the school district realize optimum personal development and to participate in and contribute to their democratic society. As vital parts of the East Cleveland community, the schools serve as social and educational centers.

The instructional program emphasizes mastery of fundamental skills while recognizing the dignity and worth of each individual. Our staff must not only impart knowledge, but must also help each student develop a sense of personal responsibility. Children should aspire to achieve their maximum abilities, displaying determination and perseverance in their studies. In all school programs, the district will stress the importance of cooperation and service in daily living. Furthermore, the district will encourage flexibility within the curriculum enabling students and teachers to adjust to an ever-changing world.

School administrators represent only one aspect of the district's leadership structure. Teachers are extremely valuable in matters of curriculum, classroom management, selection of educational resources, and many other aspects of the schools' programs. Local college faculty members have demonstrated their willingness to assist the East Cleveland City Schools, and the Board will fully utilize their expertise and assistance.

Parents also represent an essential component in the education of their children. The Board will strive to encourage parental participation in every aspect of school operations. Parental involvement may occur within existing organizational frameworks or may require the creation of innovative programs.

The Board also recognizes the importance of listening to and acting upon the expressed needs and aspirations of our students. Students in all of our schools will have a forum where their wishes will be heard and considered objectively.

Regarding curriculum development, the Board feels that there is an urgent need for continuous modification and improvement reflecting the roles and contributions of all groups — racial, ethnic, and religious — within the larger context of American society. The Board will insist that such curricular modifications take place at all grade levels in a judicious fashion as quickly as possible.

The Board will continue to promote improvements in all areas of education within the district. The Board has no intention of favoring one component of the educational process over another. We will direct immediate attention to improving communication among schools. When individuals or groups from any part of the school community have questions regarding district policy and operation of the schools, it is our intention that immediate and definitive answers will be available.

Finally, the Board, which is composed of elected representatives of our community who are charged with the responsibility for the education of our youth, will dedicate itself to promoting positive change impacting all aspects of the educational process. The Board will constantly seek to listen to concerns and evaluate new programs, which are brought before it. The East Cleveland Board of Education, by adapting to societal change without losing sight of its overall purpose, will continue to bring to this community the best possible educational system for the district's children.

# **EAST CLEVELAND CITY SCHOOL DISTRICT**

## **OUR MISSION**

We will provide the children of East Cleveland with the academic and social-emotional preparation to succeed in the college and/or career pathway of their choice.

## **FIVE COMMITMENTS**

- ☐ Turnaround Leadership
- ☐ Transformative Instruction and Supports
- ☐ Talent Management
- ☐ Together WE are East Cleveland
- ☐ Transparent Finances and Operations

## **Our Vision**

**“The East Cleveland City School District will be the model urban school system for student achievement focused on the whole child.”**

# EAST CLEVELAND CITY SCHOOLS

## CONTINUOUS IMPROVEMENT PLAN

**THE DISTRICT CONTINUOUS IMPROVEMENT PLAN** serves as a guide for improving student academic achievement. Data from a variety of programs and assessment instruments has been used to develop the Plan. Every school has also developed a **Building Continuous Improvement Plan**. Listed below are the major goals of the District Continuous Improvement Plan.

### GOALS

1. All students in the East Cleveland School District will show improved achievement outcomes through the delivery of timely, rigorous, appropriate instruction that utilizes differentiation strategies daily in Reading, Mathematics and Science.
2. The District will provide learning environments that are safe, drug free, inviting and promote high expectations for all students as evidenced by a 5% increase each year relative to attendance, a 25% yearly decrease in discipline occurrences, and a 5% yearly increase in the graduation rate.

Contact the Office of the Chief Executive Office at 268-6580 for additional information about the East Cleveland Continuous Improvement Plan.

# **THE EAST CLEVELAND CITY SCHOOL DISTRICT**

## **PARENTAL INVOLVEMENT POLICY**

The East Cleveland City School District Board of Education recognizes that the process for developing successful academic achievement is a joint responsibility of the school and home. Current research indicates that successful home/school partnerships and greater involvement on the part of parents/guardians in the education of their children generally result in higher achievement scores, improved student behavior, and reduced absenteeism. All parents/guardians are encouraged to take an active role in the education of their children.

Each school shall annually develop strategies for developing and maintaining effective communication between the parents of students enrolled in the school, the teachers and administrators assigned to the schools their children attend. Parents shall be provided the opportunity to be actively involved in their children's education and shall be informed of the following:

The importance of the involvement of parents in directly affecting the success of their children's educational efforts.

The importance of consistent and effective communication between the parent/guardian and school officials, i.e., conferences, communications by phone or in writing, visitation, school programs, and parent meetings.

The importance of assisting and supporting their children in classroom learning activities; and

Techniques, strategies, and skills to use at home to improve their children's academic success and to support their children's academic efforts at school and their children's development as future responsible adult members of society.

## **TITLE I PARENT PARTICIPATION POLICY**

It is the administrative policy of the East Cleveland City School District to ensure that parents of Title I students have an opportunity to participate in the design and implementation of our Title I program through the employment of activities that may include but are not limited to the following:

- ☐ Informing each child's parents of specific instructional objectives
- ☐ Progress reports
- ☐ Parent conferences
- ☐ Providing suggestions and materials for parents to use at home
- ☐ Parent training (*workshops*)
- ☐ Parent questionnaires on planning, development, and operation of program
- ☐ Responding to parents' recommendations in a timely manner
- ☐ Volunteer Assistance
- ☐ Parent Coordinators
- ☐ Parent Councils

Dr. Henry Pettiegrew II  
Chief Executive Office of Schools

Mrs. Andratesha Fritzgerald  
Director of Human Resources

**East Cleveland City Schools  
Title 1 Parent Involvement Committee**

**Mission**

We will provide opportunities for the parents of the East Cleveland City Schools to foster increased parent involvement.

**Vision**

All East Cleveland City Schools parent groups will unite to support the academic process to increase student achievement in grades Preschool – 12.

**Goals**

**1. Increase parent involvement by 50% yearly:**

- ☐ Invite and welcome parents to the school.
- ☐ Promote family activities/programs in a monthly newsletter.
- ☐ Distribute flyers for activities/programs.
- ☐ Visit classrooms.
- ☐ Call homes.

**2. Create a parent friendly environment:**

- ☐ Establish clear areas of need and support so parents know how and where they can best assist.
- ☐ Communicate with parents about the correct procedures for visiting the school and classrooms.
- ☐ Positively profile students to their parents as often as possible.
- ☐ Acknowledge parent contributions.
- ☐ Smile!

**3. Recognize and utilize the talents of our parents toward the achievement of our students:**

- ☐ Include parents as speakers during Career Education Activities.
- ☐ Involve parents as liaisons in community endeavors between school and other community programs.
- ☐ Include parents in our Tutoring / Mentoring / Shadowing programs
- ☐ Participate in fund-raisers.

**4. Unite all parent groups in an effort to best utilize each group's unique area of support:**

- ☐ Examine goals of each group to find areas of overlap, specificity, and possible collaboration.
- ☐ Acquaint parents with the functions of each group.

**5. Provide resources that create a network of support for parents both at home and school.**

- ☐ Training for parents in how to help with reading, homework, social problem solving, organizational skills, etc.
- ☐ Connect social organizations with needs of students and parents in non-threatening ways.
- ☐ Provide information on testing, district and school goals.

Revised 4/11/01

## ENROLLMENT & WITHDRAWAL OF STUDENTS

Parents enrolling children are asked to provide the school with the following information:

- ☐ Proof of birthdate
- ☐ Immunization records (*see Immunizations*)
- ☐ Child's social security number
- ☐ Child's physician's name and number
- ☐ Proof of residency and/or open enrollment eligibility (*unpaid utility bill, lease agreement, deed of ownership, etc.*)
- ☐ Clarification of custody, when applicable.
- ☐ Any school records provided upon withdrawal from previous school.
- ☐ Proof of standardized test results if applicable.
- ☐ PreK only- Current Physical exam documentation- forms can be obtained from the district's website or registration office.
- ☐ PreK only- Current dental exam- forms can be obtained from the district's website or registration office.
- ☐ PreK only- proof of income- ex. paystubs, tax return, benefits letter, etc.

Parents/guardians should register all new students at the Pupil Personnel Services/Registration Department, 1843 Stanwood Road, East Cleveland, Ohio. Registration hours are 9:00 a.m. to 2:30 p.m.

Parents withdrawing a child from school are asked to give the school at least one week's notice. School records will not be released until all outstanding fees and obligations are met.

Students transferring to the East Cleveland City Schools will need to provide transcripts from previously attended school(s). Official "*Release of Information*" forms can be filled out in the school office allowing the school to mail the form to the previously attended school.

If a student does not present a birth certificate or comparable certificate, or if the school that the pupil claims to have most recently attended indicates that it has no record of the pupil's attendance, or if the requested records are not received within fourteen days of the request, the principal is required by law to notify the local law enforcement agency of this fact and the possibility that the pupil may be a missing child.

## TRANSFERS OUT — OUT OF DISTRICT

When the principal has confirmed (*to his/her satisfaction*) that an enrolled student does not meet enrollment requirements: **(1) a bonafide East Cleveland resident**, or **(2) enrolled under the open enrollment program**; and the principal or his/her designee have been unable to get the parent, guardian, or custodian to request a transfer, the principal may, after conferring with the Pupil Personnel Department Accounting Clerk, direct the issuance of a transfer slip. When possible, the transfer is to be given to the parent. If necessary, it may be given to the student to take to his/her parent; in such case, the principal, or his/her designee may send the transfer slip (*or a copy of it*) to the receiving school in the new district, if the new school is known.

If the family leaves the district or boundaries designated for open enrollment (*or the principal is satisfied that this has occurred*) without leaving any information as to where the family has gone, the principal may, after conferring with the Pupil Personnel Accounting Clerk, issue a withdrawal slip on the student, giving the reason as “*out of district or out of open enrollment boundaries.*”

**NOTE:** Any student who moves out of the district up to and including the final week of school during the **school year should be transferred out.** However, all students in their last year at a specific scholastic level may be given permission to complete the school year provided they have moved during the last twelve weeks of the school year. *The students must provide their own transportation.*

### TRANSFERS

The parent/court appointed guardian must re-enroll the student via Central Registration.

### ATTENDANCE

Regular attendance at school is expected. When a child is kept at home from school for the day, parents must contact the school secretary by 8:15 a.m. to explain the absence. In the event that the school is not notified, school personnel will contact the parent/guardian, as required by state law, to notify him/her of any student absence.

Although Ohio law allows absence or release from school for family emergencies, illness, religious holidays, or work at home, such interruptions in the academic day should be kept to a minimum. Written requests for excused release during the school day should be sent to the child's teacher in advance of the absence.

Children are released only through the school office. Parents/guardians must report to the office when picking up a child during the day.



## ATTENDANCE AND TARDINESS POLICY

1. Whenever a child is absent from school:
  - a) the parent **MUST NOTIFY** the school by telephone on the day or days absent no later than 9:00 a.m.;  
AND
  - b) **the parent must** complete the district absent form the day the child returns. If attended by a physician, please include a doctor's excuse and indication of permission to return to school
  - c) if a parent does not call the school — a clerk will try to contact the home by 10:30 a.m.
2. If the above procedure is not followed, the child's absence will be unexcused.
3. If upon returning to school the child has any limitation in physical education or outside activities due to an illness or injury, a **NOTE FROM THE DOCTOR** will be required.  
A note from the doctor must be presented to re-enter school if the child has been out with scarlet fever, measles, mumps, German measles, strep throat or ringworm.
4. If a child must take medication at school, only the exact dosage for one day should be sent to school.  
**PLEASE REMEMBER THAT YOU MUST PICK UP THE FORM FROM OUR SCHOOL NURSE FOR THE DOCTOR'S SIGNATURE AND INSTRUCTIONS.** The school nurse **CANNOT** administer **ANY** over the counter preparation to children — aspirins, cough syrups, lozenges, etc.
5. If your child has been sick the night before, please be sure he/she is well enough to return to school. Any vomiting or fever that takes place is usually an indication that an illness is occurring and a 24-hour period should be considered before sending the child back to school.  
**Remember — The school nurse cannot diagnose any illness or injury. She may only administer first aid and refer you to see a doctor.**
6. Early Dismissal: The parent **MUST** write a note and send it with the child. Your child will be able to be picked up from the Main Office at the designate time. ***Children may not walk home except at regular dismissal times and parent/guardian may not disturb the classrooms to pick up a child.***
7. Tardiness: We discourage your child(ren) from arriving after the 8:30 a.m. bell sounds, as it is extremely disruptive to the teacher and other classmates. However, if your child must be late—please send a note with him/her or he/she will be marked TARDY/UNEXCUSED. \*\* Excessive unexcused tardies (as well as absences) will be referred to the Pupil Personnel Department of the East Cleveland Board of Education.
8. Inclement Weather (snow, etc.) **Please do not call the school!** Instead, please watch your television channels or radio stations. **DO NOT CALL THE SCHOOL.** If the weather is that severe— no one is here to answer your call.

### EMERGENCY TELEPHONE NUMBERS

**It is extremely important that the school staff is able to contact parents/guardians. Please be sure to send new home and work phone numbers to school as soon as possible. Your child's sense of security and well-being is at stake. Do not forget.**

### FAMILY CONCERNS

A student's school work often reflects changes in the family — new baby, illness of a grandparent or other family member, divorce, remarriage, loss of parent's job, etc. Parents/guardians are encouraged to inform the school of such changes, which may be of deep concern to a child. Confidentiality will be maintained. Knowing a special family circumstance will help the teacher handle the child with extra sensitivity.

## FIELD TRIP POLICY

In an effort to expose our children to a variety of educational experiences outside the classroom environment, teachers are encouraged to plan at least two but not more than four field trips during the school year. Field trips must be selected from the District's approved field trip list.

Field trips arranged through the Board of Education are mandatory for all students, and they are considered an extension and support our standard's based curriculum. Parents will be notified when a trip is planned.

If for any reason, a child is not to accompany his/her class on a field trip, the parents and school administrators will be given sufficient cause and notice of such a decision by the teacher and or the parent/guardian.

## TRANSPORTATION

It is the Transportation Department's goal to provide safe transportation to and from school, on field trips, and for extracurricular activities. Students are to contribute to their safety by following the rules of the bus. When rules are not followed; transportation privileges may be lost.

Video cameras are used on the East Cleveland City School buses. The information from these tapes may be used for disciplinary action.

**It is mandated by the state for safety reasons that only a written notice of a ride change can be accepted. (If a bus is to transport a child to a location other than his or her home, it must be in writing with a parent signature and date. A ride change requested by a telephone call cannot be permitted.**

### STUDENTS ARE TO FOLLOW THESE GUIDELINES:

1. Students must arrive at the bus stop before the bus is scheduled to arrive.  
Students are to load/unload at their designated stop in an orderly manner
2. Students needing to cross the road are to do so at least 10 feet in front of the bus after being signaled by the driver.
3. Students are to ride their regularly assigned bus and load/unload at their regular bus stop, unless a bus pass has been signed by the principal or the principal designee from the building they attend. Only East Cleveland City School students are authorized to ride East Cleveland City School buses.
4. Students are required to remain on the bus once they have boarded. Students are to go directly to their seats. They are to remain in their seat while the bus is in motion. The aisle and exits must be kept clear.
5. Students are to observe the same conduct as in the classroom. Students are to be respectful and to obey the driver promptly and courteously. Students are expected to follow these rules on the bus:
  - a. No talking or noise of any kind at railroad tracks. At other times quiet conversation is permitted unless the driver requests no talking.
  - b. Do not use profane language or gestures.
  - c. Do not eat, chew gum or drink
  - d. Do not possess alcohol, drugs, or tobacco products.
  - e. Do not litter or pass objects in the bus or out of the window.
  - f. Do not put any part of the body out of the window.
  - g. No fighting, pushing, tripping.
6. Students may only carry objects on the bus that can be held on their lap. Students may never bring animals or potentially dangerous objects on the bus.
7. At dismissal, students are expected to report directly to their assigned bus.

## **REPORTING STUDENT PROGRESS**

### **PARENT-TEACHER CONFERENCES**

Conferences provide a necessary and invaluable opportunity for parents and teachers to discuss the academic and social progress of each child. This exchange underscores the philosophy that home and school must cooperate to advance education.

The parent/guardian of every student will be scheduled for an individual conference with the teacher some time during the first semester. If you are unable to attend your conference, please call the school ahead of the scheduled time and reschedule your conference. Additional conferences may be scheduled by parents or teachers throughout the year as needed.

### **PURPOSES OF PARENT-TEACHER CONFERENCES**

- ❖ To extend the limited information that is given on report cards
- ❖ To provide teachers with the information necessary to gain a clearer understanding of the student in order to design a more effective learning environment.
- ❖ To deal with educational problems which can be more easily solved when the home and the school are engaged in a cooperative effort.
- ❖ To provide a way to extend parental skills.
- ❖ To enhance the development of a good parent-teacher relationship.

Parent conferences are scheduled once during the first semester and once during the second semester. Additional conferences will be scheduled on an individual need basis and may be initiated by the parent or the school.

Teachers and parents working cooperatively is an important key to the total development of our children. Parents are encouraged to contact the teachers of their children.

### **MID-PROGRESS REPORTS**

The mid-period progress report is designed to alert the parent/guardian and the student that the student's work is not being accomplished at a satisfactory level, and/or that unacceptable habits or behaviors are being exhibited. Progress reports may also be used to reflect positive comments about a student's work or behavior. These reports are usually issued around the fifth week of the grading period.

### **REPORT CARDS**

Although the academic progress of each student is evaluated daily, report cards are issued four times a year, at nine-week intervals, for students.

### **WITHHOLDING REPORT CARDS**

Any loss or damages to adopted books, materials, and equipment provided for class use will need to be resolved before report cards are issued.

### **HONOR ROLL**

A student must have a minimum of three rankings of "A" for "Outstanding" and two rankings of "B" for "Good" in the core academic areas — Language, Math, Social Studies, Science, and Health.

## **MERIT ROLL**

A student must have a minimum of four rankings of “B” for “Good” and one ranking of “C” for “Satisfactory” in the core academic areas — Language Arts, Math, Social Studies, Science, and Health.

Parents will be required to visit the school and conference with their child’s teacher in order to receive the checklist for the first marking period.

## **GRADING POLICY**

A weekly progress report will be sent home with any student whose work falls below average during a given week. This report keeps parents aware of their child’s progress along the way so there are no surprises at the end of the grading period.

Students are given either a letter grade or points on their class work and class tests. Grades are computed on the following scale using percentages in grades 2-6:

90-100	=	A (4 points)
80-89	=	B (3 points)
70-79	=	C (2 points)
60-69	=	D (1 points)

## **GUIDELINES FOR GRADE REPORTING K-6**

1. Students who are in attendance for the equivalent of  $\frac{1}{2}$  the days due per quarter will receive a grade for the marking period.
2. Students who are in attendance for less than  $\frac{1}{2}$  the days due per quarter will receive a grade for the marking period provided that:

There are grades to date available from the last school attended (East Cleveland or non-East Cleveland), which can be averaged with the current grades to determine an over-all grade for the quarter.

3. Students who are in attendance for less than the equivalent of  $\frac{1}{2}$  the days due per quarter and who do not meet the criteria outlined in #2 above will not receive a grade but rather a teacher comment indicating an assessment of progress to date.

## **STUDENT TESTING**

To help the school plan the best curriculum for its pupils, a regular program of group testing is provided. Testing may determine readiness for a particular program, qualification for a special program, measurement of intelligence and achievement, or testing for minimum competency in the academic areas. Individualized testing is available by teacher and/or parent request. Test reports are shared with the parents/guardians of pupils tested. By keeping these reports and comparing them over the years, a general picture of the pupil’s ability may be seen.



## 2020-2021 Testing Dates

### Ohio's State Tests in English Language Arts, Mathematics, Science and Social Studies

#### FALL TEST WINDOWS 2020

- **Grade 3 English language arts** – Five consecutive school days, including makeups, within the Oct. 19, 2020 - Oct. 30, 2020 window
- **High school end-of-course tests** – Fifteen consecutive school days, including makeups, within the Nov. 30, 2020 - Jan. 8, 2021 window

#### SPRING TEST WINDOWS 2021

School districts select 15 consecutive school days, including makeups, within each test window.

- **English language arts** - March 22, 2021 - April 23, 2021
- **Mathematics, science and social studies** - March 29, 2021 - May 7, 2021

#### SUMMER TEST WINDOWS 2021 (OPTIONAL)

- **Grade 3 English language arts** – July 5 - 9, 2021
- **High school end-of-course tests** – July 12 - 23, 2021

#### OHIO GRADUATION TESTS

- Beginning in 2018-19 the **OGT has moved online** allowing for a continuous state testing window (September through July). Testers have three opportunities per school year to take any part of the OGT still required.
- Testers requiring **paper as an approved accommodation** have three test opportunities during the September 1, 2020 – July 30, 2021 test window with staggered start times:
  - Opportunity 1 September 1, 2020 - July 30, 2021
  - Opportunity 2 November 1, 2020 - July 30, 2021
  - Opportunity 3 December 1, 2020 - July 30, 2021

## **RETENTION POLICY**

The East Cleveland City School District Board of Education recognizes that the personal, social, physical and educational growth of children will vary, and thus, students will receive an education appropriate to their needs.

It shall be the policy of the Board of Education that each student be moved forward in a continuous pattern of achievement and growth that is in correlation with his/her own development.

Such patterns will coincide with the system of grade levels established by the Board of Education and the instructional objectives for each.

A student will be promoted to the succeeding grade level or course when he/she has:

1. Completed the course and state-mandated requirements at the assigned grade;
2. Achieved the instructional objectives set forth at the present grade;
3. Demonstrated sufficient proficiency to permit him/her to advance to the next grade level;
4. Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience at the next grade.

A student may be retained at his/her current grade level when he/she has:

1. In the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are necessary requisites for success at the succeeding grade level or course
2. Scored at the below basic level on state-mandated assessment(s).

A student may be placed at the next level when retention would no longer serve in the best interest of the student.

## **ACCESS RIGHTS – CUSTODIAL/Non-CUSTODIAL PARENT(S) POLICY**

By statute, a non-custodial parent, just as a custodial parent has the right to access and receive copies of school records and information, to attend parent-teacher conferences and to be informed about their child's welfare, progress and status. This would include, but not be limited to, access to school records, notification of school events, attendance at parent-teacher conferences, attendance at individual education program meetings, etc. The only exception to this rule is where access by the non-custodial parent is specifically limited or prohibited by court order.

The law generally allows access by both the custodial and non-custodial parent. The school district cannot restrict the rights of the non-custodial parent without notice of a court order providing otherwise. The custodial parent should be responsible for advising the school building and/or school district when a court has issued an order limiting or restricting access by the non-custodial parent and provide a copy of the order to the school building and/or school district. The parent should further be responsible for providing a copy of any revised orders that affect custody or visitation. If presented with such an order, the building principal and all other administrators, teachers or other persons who have supervision of the child or the child's records should be made aware of the order.

In the event the non-custodial parent has visitation rights such that he or she will pick up the child from school, the school should be informed of this order and be provided a copy of the order before allowing the child to leave with the non-custodial parent without the consent of the custodial parent.



## HOMWORK POLICIES AND GUIDELINES

Homework is a valuable and worthwhile part of a student's education. In planning instructional activities, teachers make conscious decisions about homework based on the day's learning. For example, assignments in grades 5 and 6 may include preparing book reports, reviewing lists, vocabulary, number combinations, collecting current events information, assembling collections for science, and doing research projects. Work to be completed at home may also include finishing projects begun in class, making corrections, and doing make-up work following an absence.

It is expected that students will be able to complete assignments independently to the best of their ability. If parents choose to monitor the student's assignments, they are advised to approach the task as a "consultant," so that the student will derive maximum benefit from the assignment.

Regular attention to homework can improve classroom performance and grades. Consistent failure to complete assignments may be reflected in poor class performance, which will have a detrimental effect on grades. Please make sure that your child reads **nightly**. Reading assists greatly in **improving academic achievement**.

Typically, a youngster's daily homework, depending on the grade, at the elementary school level should take from ten minutes to one and half-hours to complete. If your child is spending much less time or much more time – investigate. A call or note to your child's teacher early in the year may help clarify expectations for everyone.

**Homework policies for each grade level are included in this handbook for your reference.**



## **HOMEWORK**

### ***(Out of School Assignments)***

The following statement regarding homework assignments is for the purpose of creating uniformity and clarity within the District and establishing official Board of Education Policy.

The purpose of homework is to help students become self-directing, independent learners. Homework assignments shall support clearly defined school and classroom objectives and shall be used to reinforce or enhance school experiences. Emphasis shall be placed on the value of the assignments to the students.

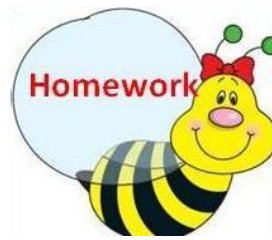
The immediate purpose of a specific homework assignment may be to:

1. Strengthen basic skills.
2. Extend classroom learning.
3. Stimulate and further interests.
4. Reinforce independent study skills.
5. Develop initiative, responsibility, and self-direction.
6. Stimulate worthwhile use of leisure time.
7. Acquaint parents with the work pupils do in school.

The following principles should guide homework assignments.

1. If the homework is to have value, its purpose and relation to what has been learned in the classroom must be clearly understood.
2. Pupils should understand not only what to do, but also how to do it.
3. Homework should grow from classroom problems, projects, and concerns.
4. The pupil's total daily homework load and out of school responsibilities must be considered by the teacher when deciding upon the length of any assignment.
5. Homework shall not be assigned simply for the sake of providing busy work.

Homework assignments should be properly evaluated.



## GRADE LEVEL HOMEWORK POLICY

### GRADE LEVEL: KINDERGARTEN

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Language Arts Mathematics Handwriting	Language Arts Mathematics Handwriting	Language Arts Mathematics Handwriting	

Minutes:	Fifteen Minutes
Consequences for Non-Completion:	No Sticker
Percentage of Total Grade:	Homework completion will be reflected on the <b>Effort Indicator</b> on student(s) report card.
<b>Parent Signature required on all homework assignments.</b>	



## GRADE LEVEL HOMEWORK

## POLICY

### GRADE LEVEL: FIRST

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Language Arts Mathematics Reading	Language Arts Mathematics Reading	Language Arts Mathematics Reading	Language Arts Mathematics Reading	Language Arts Mathematics Reading

Minutes:	Fifteen – Twenty Minutes
Consequences for Non-Completion:	Notes Home to Parents Phone Calls to Parents
Percentage of Total Grade:	Homework completion will be reflected on the Effort Indicator on student(s) report cards
<b>Parent Signature required on all homework assignments.</b>	



## GRADE LEVEL HOMEWORK

## POLICY

### GRADE LEVEL: SECOND

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Language Arts	Language Arts Mathematics Social Studies	Language Arts Mathematics Social Studies	Language Arts Mathematics Science	Language Arts Science

Minutes:	Fifteen – Twenty Minutes
Consequences for Non-Completion:	Notes Home to Parents Phone Calls to Parents
Percentage of Total Grade:	Homework completion will be reflected on the Effort Indicator on student(s) report cards
<b>Parent Signature required on all homework assignments.</b>	



## GRADE LEVEL HOMEWORK POLICY

### GRADE LEVEL: THIRD

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Reading Mathematics	Reading Mathematics	Reading Mathematics	Social Studies Science	Social Studies Science/Health

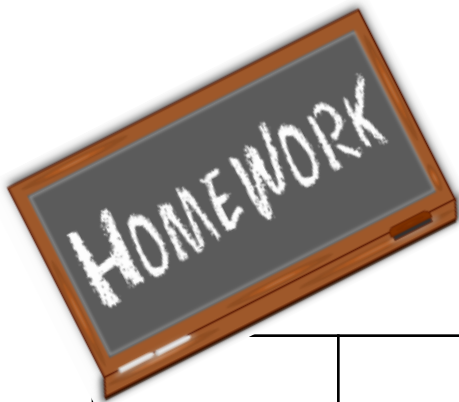
Minutes:	Twenty-Five – Thirty Minutes
Consequences for Non-Completion:	<b>The following steps will be implemented:</b> <ol style="list-style-type: none"> <li>1. Teachers will note non-completion of homework in Progress Book.</li> <li>2. Students will be given a second opportunity to complete homework during lunch and recess.</li> </ol>
Percentage of Total Grade:	Homework completion will be reflected on the Effort Indicator on student(s) report cards.
<b>Parents are encouraged daily to view and monitor students' progress in Progress Book.</b>	



## GRADE LEVEL HOMEWORK POLICY

### GRADE LEVEL: FOURTH

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Mathematics Reading Practice	Mathematics Reading Practice	Mathematics Reading Practice	Social Studies Science Language	Social Studies Science Language
Minutes:		Twenty-Five – Thirty Minutes		
Consequences for Non-Completion:		<b>The following steps will be implemented:</b> 1. Teachers will note non-completion of homework in Progress Book.  2. Students will be given a second opportunity to complete homework during lunch and recess.		
Percentage of Total Grade:		Homework completion will be reflected on the Effort Indicator on student(s) report cards		
<b>Parents are encouraged daily to view and monitor students' progress in Progress Book.</b>				



## GRADE LEVEL HOMEWORK POLICY

### GRADE LEVEL: FIFTH

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Language Arts Mathematics	Language Arts Mathematics Social Studies	Language Arts Mathematics Social Studies	Language Arts Mathematics Science	Science

Minutes:	Thirty – Forty Minutes
Consequences for Non-Completion:	<p>The following will be implemented:</p> <ol style="list-style-type: none"> <li>1. Teachers will note non-completion of homework in Progress Book.</li> <li>2. Students will be given a second opportunity to complete homework during lunch and recess.</li> </ol>
Percentage of Total Grade:	Homework will account for ten percent of final grade.
<b>Parents are encouraged daily to view and monitor students' progress in Progress Book.</b>	



## HOMework POLICY

### SIXTH GRADE

We believe homework is important because it is a valuable aide in helping students make the most of their experience in school. We give homework because it is useful in reinforcing what has been learned in class, preparing students for upcoming lessons; extending and generalizing concepts; teaching responsibility and helping students develop positive study habits.

We will assign homework Monday through Thursday nights, for not more than one hour.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Math Language Arts	Language Arts Social Studies	Math Language Arts Science	Math Language Arts Review for any tests	Math Language

The students have a **“no homework on weekend privilege”** only if they complete homework on time during the week. We expect students to work on their own, asking for help only after they have given it their best effort.

All homework will be checked, and when homework is done and correct, we will provide other incentives as further motivation. **Homework will count for at least 10% of the child’s total grade.** If students choose not to do their homework, they also choose to lose certain privileges. Parents will be contacted when we do not receive homework or if it continuously has to be returned to the student to redo. A signed note from the parent must explain any necessary reason why homework was not finished.

We request that parents make homework a top priority at home, ensure a quiet environment, set a daily homework time, provide praise and support, help their children with the homework process if necessary, but in no case do the homework for their children. Parents should also check and sign their child’s finished project. Please contact us if you have any questions or concerns regarding this policy.



## **OHIO DEPARTMENT OF EDUCATION**

### **CONTENT STANDARDS**

The Department of Curriculum and Instruction for the East Cleveland City Schools is responsible for ensuring that curriculum and instruction for grades K – 12 reflects relevant content and instructional strategies that are consistent with the States' Academic Content Standards. The Curriculum Office is committed to the development of a curriculum that meets and/or exceeds the requirements for our students/staff/parents and community. We strive to provide each student with the necessary tools for a sound education, provide teachers and administrators with current research information and staff development opportunities, and provide parents with up-to-date information on a variety of educational subject areas.

East Cleveland City Schools is committed to providing its professional staff with appropriate resources and professional development opportunities to enhance the teaching/learning process. We are dedicated to challenging students through curricular offerings and continually investigate the expansion of the educational program to enrich the special talents and capabilities of our students.

#### **State Content Standards**

In June 2010, the State Board of Education adopted Ohio's New Learning Standards in English language arts and mathematics, the results of a multi-state effort. The board also has adopted Ohio's New Learning Standards in science, social studies, fine arts, world languages, and several other subjects. In 2014 these more rigorous standards, geared to college and career readiness, were adopted for learning in Ohio. The standards are the basis for the development of achievement and/or diagnostic assessments for all grades.

To view these standards go to:

<http://education.ohio.gov/Topics/Ohio-s-New-Learning-Standards/Ohios-New-Learning-Standards>

## EAST CLEVELAND CITY SCHOOLS TECHNOLOGY ACCEPTABLE USE POLICY

Access to the Internet is now available to all faculty, staff, and students within the East Cleveland City School district. The school system is pleased to make this access available to all, as we believe the Internet offers tremendously vast, diverse, and unique resources that can enhance the learning of our students. It is our intention to provide this service for the expressed purpose of promoting educational excellence in our schools. By facilitating resources, sharing, innovation, and communication, faculty, staff, and students will be able to access computers all over the world. Through the use of the electronic superhighway, the district will have access to the knowledge of the world!

However, as we are well aware, with access to computers and people all over the world comes the availability of material that may be of questionable educational value. The school district feels that it is important that those who are using the available electronic technology and the Internet do so in a proper manner. After reading the following statement, we are asking each student and a parent to sign this document and return it to the respective building principal's office. Without this signed document, your child cannot have access to the Internet. Also, if, after reading and signing this document, a student violates any of the provisions set forth, he or she can be denied access to the Internet.

### ELECTRONIC TECHNOLOGY – TERMS AND CONDITIONS

1. The East Cleveland City Schools Computer Network does not warrant that the functions of the system and network will meet any specific requirement one may have, or that it will be error free or uninterrupted. The district shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use the system or network. East Cleveland City Schools shall not be liable for any damages incurred due to harmful programs (including computer viruses), which on rare occasions may propagate through computer networks such as the East Cleveland City Schools Computer Network and the Internet.
2. Network Etiquette- All users of the East Cleveland City Schools Computer Network and the Internet are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not get abusive or rude in your messages to others.
  - b. Use appropriate language. The use of obscene, vulgar, threatening, abusive, defamatory, or otherwise objectionable language is expressly prohibited.
  - c. Do not reveal your personal address or phone number, or the address or phone number of other students, friends, or family members.
  - d. Know that email is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in such a way that you would disrupt the use of the network by other users.
  - f. All communications and information accessible via the network should be assumed to be private property. Students should not access, change, or manipulate other students' work.
  - g. Network users shall not violate any federal, state, or local criminal or civil laws. Network users shall not load, install, or disseminate copyrighted material or illegal copyrighted software onto or through the network. Network users shall not download or use copyrighted software, which others may have illegally uploaded onto the network and Internet. Illegal activities are strictly forbidden.
  - h. Network users shall not engage in any commercial for profit activity, advertising, political lobbying, or extensive personal business.
  - i. Do not access, keep, or send anything that you would not want your parents or a teacher to see.
3. East Cleveland City Schools retains the right to monitor network activity, review any material stored in files, edit or remove any material which East Cleveland City Schools, in its sole discretion, believes violated the above standards, and terminate the network accounts of any persons violating the conditions set forth in this agreement.

4. Any acts of vandalism of the computer system, its hardware and software, peripherals, or the network system will result in the loss of all computer rights and anything applicable in the student handbook. Vandalism is defined as any malicious attempt to harm or destroy equipment, data of another user, Internet, or any of the hardware, software, or peripherals connected to the network. This includes the uploading or creation of computer viruses, attempting to login to another account, computer, or computer network, or attempting to obtain passwords illegally.

### **INTERNET TERMS AND CONDITIONS**

1. *Acceptable Use*- the purpose of the Internet is to support research and the educational goals of East Cleveland City Schools. Therefore, the use of the Internet by any student must be in keeping with these goals. Material not appropriate for a school setting must be avoided. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secrets. Student users and parents need to be aware that the Internet, like any other public communication device (telephone, television, and other forms of mass media) provides access to information and people, representing many different countries, cultures, political/philosophical/moral/ religious views and lifestyles. Parents or guardians have the obligation to make sure their child understands this aspect of the Internet.
2. *Loss of Right*- Since the Internet will at times be an integral part of an East Cleveland City Schools student's education, the use of the Internet must be seen as a student's right. However, if a student abuses this right of access, especially by inappropriate use of the Internet, this right can be revoked by the school.
3. *Security*- on any computer system is a high priority. Do not use another individual's account unless you have their explicit permission. To do so can result in the loss of one's own right of access. Attempts to login to the Internet as a network administrator will result in the cancellation of a user's right of access.

**East Cleveland City Schools**  
**TECHNOLOGY ACCEPTABLE USE POLICY**  
**USER AGREEMENT**

Please complete this user agreement and return it to your homeroom teacher during the homeroom period.

**Student Section:**

I have read the East Cleveland City Schools Technology Acceptable Use Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules my use and privileges can be terminated and I may face other disciplinary measures.

Student Name: (print) \_\_\_\_\_ Grade: \_\_\_\_\_

School \_\_\_\_\_

Student Signature: \_\_\_\_\_

**Parent /Guardian Section:**

I have read the East Cleveland City Schools Technology Acceptable Use Policy. I hereby release the East Cleveland City Schools, its personnel, and any institutions with which it may be affiliated, from any and all claims and damages of any nature arising from my child's use, or inability to use, the East Cleveland City Schools technology, including, but not limited to claims that may arise from the unauthorized use of the system.

I will instruct my child regarding any restrictions against accessing materials that are in addition to the restrictions set forth in the East Cleveland City Schools Technology Acceptable Use Policy. I will emphasize to my child the importance of following the rules as established in this policy. I understand that I am financially responsible for any damages done to any computer (including peripherals) to the East Cleveland City Schools Network by my child.

(Initial one)

\_\_\_\_\_ I give permission for my child to use the school's technology including full access to the Internet with graphical images. I also certify that the information contained in this form is correct.

\_\_\_\_\_ I do not give permission for my child to use the school's technology including full access to the Internet with graphical images. I do certify that the information contained in this form is correct.

Parent Name (print) \_\_\_\_\_

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

**EAST CLEVELAND CITY SCHOOLS / PARTNERS IN LEARNING COMPACT**  
**STUDENT-PARENT-TEACHER-ADMINISTRATION AGREEMENT**  
**2020-2021 SCHOOL YEAR**

We know that learning can take place only when there is a combination of effort, interest and motivation. As we are all committed to \_\_\_\_\_'s progress in school, we are going to do our best to promote his/her academic achievement. This agreement is a promise to work together. We believe that this agreement can be fulfilled by our team effort. Together we can improve teaching and learning.

**AS A STUDENT I PLEDGE TO:**

- ☐ Attend school regularly and on time.
- ☐ Make sure I am in dress code everyday.
- ☐ Pay very close attention to classroom instruction.
- ☐ Work as hard as I can on my school assignments and complete all homework.
- ☐ Discuss with my parent(s) what I am learning in school and take home school notices.
- ☐ Follow classroom and school rules.
- ☐ Ask my teacher questions when I do not understand a concept or process.
- ☐ Go to my public or school library at least once a week.
- ☐ Limit my television (TV) viewing and read books instead.
- ☐ Maintain respectful interactions between students, parent, teachers, staff and myself.

**AS A PARENT I PLEDGE TO:**

- ☐ Have my child attend school regularly and on time.
- ☐ Make sure my child is in dress code every day.
- ☐ Encourage my child to follow classroom and school rules.
- ☐ Provide a quiet study time at home and encourage good study habits.
- ☐ Find out how my child is progressing by attending conferences, reviewing schoolwork, and calling the school.
- ☐ Encourage my child's progress by becoming actively involved in District workshops, school programs, and parent meetings.
- ☐ Talk with my child about his/her school activities everyday.
- ☐ Encourage my child to read by reading to him/her and by reading myself.
- ☐ Limit my child's television (TV) viewing and help him/her select worthwhile programs.
- ☐ Maintain a respectful interaction between students, teachers, and staff.

**AS A TEACHER I PLEDGE TO:**

- ☐ Provide motivating and interesting experiences in my classroom
- ☐ Teach appropriate grade level materials to prepare students for proficiency and achievement tests.
- ☐ Communicate and cooperate with each parent to ensure the best education possible.
- ☐ Find out what techniques and materials work best for the students.
- ☐ Encourage students to become problem solvers and lifelong learners.
- ☐ Ensure a safe and orderly classroom environment.
- ☐ Maintain a respectful interaction between students, parents, and staff.

**AS A PRINCIPAL I PLEDGE TO:**

- ☐ Create a welcoming environment for students, parents and staff.
- ☐ Communicate to students and parents the school's mission and goals.
- ☐ Foster open communication throughout the building.
- ☐ Ensure a safe and orderly school-learning environment.
- ☐ Reinforce the partnership between parent, student and staff.
- ☐ Act as the instructional leader by supporting teachers in their classrooms.
- ☐ Reinforce the partnership between parent, student, and staff.
- ☐ Provide training to foster parent participation.
- ☐ Maintain a respectful interaction between students, parents, teachers and staff.

**Please return the bottom portion of this “Partners in Learning Compact” to your child’s school.**

\_\_\_\_\_  
Principal’s Signature

\_\_\_\_\_  
Teacher’s Signature

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Parent’s Signature

**(A Title I Initiative (Revised by the Parent Involvement Committee 4/01))**

## SCHOOL VISITORS

### CLASSROOM VISITS

Parents are welcome to visit classrooms. **Arrangements should be made in advance with the classroom teacher and/or principal.** It is suggested that visits not be scheduled during the first or last week of school. Please remember to report to the school office to register before going to the classroom.

1. All visitors, parents included, must enter the school by the designated entrance only and report to the office first, sign in, and secure a visitor's pass.
2. Parents may not disturb a classroom after 9:00 a.m. or before 3:00 p.m.
3. Parents wishing to observe a classroom must first secure a visitor's pass. Teachers cannot conference during an observation visit.

# **EMERGENCY PROCEDURES**

## **SNOW AND EMERGENCY CLOSINGS**

It is the policy of the East Cleveland City Schools to remain open whenever possible. On rare occasions, unsafe weather conditions may require the closing of school.

In the event of an emergency occurring during the school day, the Chief Executive Office will determine the action to be taken and students will be notified by school authorities.

Whenever schools are closed due to an emergency, all co-curricular activities are also canceled.

Announcements of such closings will be made on radio and television stations during the 11:00 p.m. evening news, providing that a decision has been made by that time. If, however, the decision is reached during the night, announcements will be carried on the 7:00 a.m. radio and television broadcasts. Only school closings will be announced, and parents and students should assume that schools will be open unless a statement to the contrary is made on radio and/or television.

## **EMERGENCY EVACUATION**

If an emergency evacuation is prolonged, or if inclement weather conditions exist, the building principal/designee may have students walk or be transported to an alternative site, where they will stay, under school supervision, until they either return to their assigned building, or are sent home.



# HEALTH AND SAFETY MATTERS

## PROCEDURES FOR ADMINISTERING MEDICATIONS IN SCHOOL

When a student contracts an illness that requires medication, the student should remain at home under parental supervision. The school should not be expected to administer medications in this situation.

## MEDICATION POLICY

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illness. Insofar as it is possible, provisions should be made for such medication to be given by the parent prior to or following the school day. When possible, parents should plan to bring and administer medication. Those students old enough to understand and follow directions for taking their medication should be responsible for the same under supervision. If this is not possible, the dispensation of medication during the school day will be done in accordance with the following:

- A. Persons hereinafter designated by the Board of Education shall be authorized, when acting in situations other than those governed by O.R.C. §§2305.23, 2305.231, and 3313.712, to administer to a student a drug prescribed by a prescriber for the student in accordance with this Policy. Only Board employees who are licensed health professionals, or have completed an appropriate drug administration training program conducted by a licensed health professional and considered appropriate by the Board, may administer to a student a drug prescribed for the student. Except as otherwise required by federal law, no employee of this Board shall use the following procedures to administer drugs to a student:
  - 1. Injection.
  - 2. Catheterization.
  - 3. Any other special procedures.
- B. The school nurse or an appropriate person appointed by the building principal will supervise the secure and proper storage and dispensing of medications. However, nothing in this policy shall be construed to require a person employed by this Board to administer a drug to a student if such person objects, on the basis of religious convictions, to administering the drug.
- C. No drug prescribed for a student shall be administered pursuant to this policy or federal law, which includes but is not limited to the Individuals with Disabilities Education Act, until the following occur:
  - 1. The school nurse or other person(s) designated by the building principal receives a written request, signed by the parent, guardian, or other person having care or charge of the student, that the drug be administered to the student.

2. The school nurse or other person(s) designated by the building principal receives a written statement, signed by the prescriber who prescribed the drug, that includes all of the following information:
    - a. The name and address of the student;
    - b. The school and class in which the student is enrolled;
    - c. The name of the drug and the dosage to be administered;
    - d. The time or intervals at which each dosage of the drug is to be administered;
    - e. The date the administration of the drug is to begin;
    - f. The date the administration of the drug is to cease;
    - g. Any severe adverse reactions that should be reported to the prescriber and one or more telephone numbers at which the prescriber can be reached in an emergency;
    - h. Special instructions for administration of the drug, including sterile conditions and storage.
  3. The parent, guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber of the drug to the school nurse or other person(s) designated by the principal if any of the information previously provided by the prescriber pursuant to division (C)(2) of this policy changes.
  4. The school nurse or other designated person(s) must receive a copy of all statements and revisions of any statement required by division (C)(1) and (2) of this policy;
  5. The non-expired drug is received by the school nurse or other designated person(s) authorized to administer the drug to the student for which the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist. The parent is required to bring all medication to school; and
  6. Any other procedures required by the Board policy are followed.
- D. If a prescribed drug is administered to a student, the school nurse or other person(s) designated by the principal shall acquire and retain copies of the written requests and statements required by this policy, and shall ensure that by the next school day following the receipt of any such statement a copy is given to the person authorized to administer drugs to the student for whom the statement has been received and the original is kept on file in the building where the student attends school.
- E. The school nurse or a person designated by the principal, or designee shall establish a location in each school building for the storage of drugs to be administered under this policy. All such drugs shall be stored in that location in a locked storage place, except that drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.
- F. No person who has been authorized by the Board to administer a drug in accordance with this policy and who has a copy of the most recent statement required by this policy given to him in accordance with this policy prior to administering the drug is liable in civil damages for administering or failing to administer the drug, unless such person acts in a manner that constitutes gross negligence or wanton or reckless misconduct.

- G. This policy may be changed, modified, or revised by action of the Board policy.
- H. Nothing in this policy affects the application of O.R.C. §§2305.23, 2305.231, or 3313.712 to the administration of emergency care or treatment to a student.
- I. All dental disease prevention programs sponsored by the Ohio Department of Health and administered by school employees, parents, volunteers, employees of local health districts, or employees of the Ohio Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the Ohio Department of Health, are exempt from all requirements of this policy. This policy does not apply to or otherwise regulate the conduct of such dental disease programs sponsored by the Ohio Department of Health.
- J. In an emergency situation, such as an asthma attack or severe allergic reaction (anaphylaxis), those individuals authorized and in-serviced to administer drugs shall administer the appropriate medication in accordance with the written instructions on file and Board policy.
- K. Other oral medication, such as Tylenol or Motrin, will not be administered to children by school personnel, unless (C) requirements are completed and turned into the school.
- L. The District retains the discretion to reject requests for administration of medication.
- M. A copy of this policy may be provided to parents upon their request for administration of medication in the schools.
- N. In the case of over the counter drugs, the same procedures as outlined in the above policy are to be followed with the exception of those procedures referring to the prescriber's permission and procedures. In the case of over the counter drugs, the parent is responsible for complying with all procedures in lieu of the prescriber and assumes liability for the above.
- O. For purposes of this policy, the term "prescriber" includes only the following:
1. A dentist licensed under O.R.C. Chapter 4715;
  2. A clinical nurse specialist, certified nurse-midwife, or certified nurse practitioner who holds a certificate to prescribe issued under O.R.C. §4723.48;
  3. An optometrist licensed under O.R.C. Chapter 4725 to practice optometry under a therapeutic pharmaceutical agents certificate; or
  4. A physician authorized under O.R.C. Chapter 4731 to practice medicine and surgery, osteopathic medicine and surgery, or podiatry.
  5. A physician assistant who holds a certificate to prescribe issued under O.R.C. Chapter 4730.

## **ASTHMA MEDICATION AND EPINEPHRINE AUTO INJECTORS POLICY**

### **ASTHMA MEDICATION**

A student attending any school in the District may possess and use at school or at any activity, event, or program sponsored by or in which his/her school is a participant, a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or to prevent the onset of asthmatic symptoms before exercise, if both of the following conditions are satisfied:

**A.** The student has the written approval of his/her physician and, if the student is a minor, the written approval of his/her parent, guardian or other person having care or charge of the student. This physician's written approval shall contain the following information.

1. The student's name and address;
2. The names and dose of the medication contained in the inhaler;
3. The date the administration of the medication is to begin;
4. The date, if known, that the administration of the medication is to cease;
5. Written instructions that outline procedures school personnel should follow in the event the asthma medication does not produce the expected relief from the student's asthma attack;
6. Any severe adverse reactions that may occur to the child using the inhaler and that should be reported to the physician;
7. Any severe adverse reactions that may occur to another child, for whom the inhaler is not prescribed, should such a child receive a dose of the medication;
8. At least one emergency telephone number for contacting the physician in an emergency;
9. At least one emergency telephone number for contacting the parent, guardian, or other person having care or charge of the student in an emergency;
10. Any other special instructions from the physician.

**B.** The school principal and school nurse assigned to the student's building has received copies of the written approvals required by division A. of this policy. The District, a member of the Board of Education, or a District employee shall not be liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from a district employee's prohibiting a student from using an inhaler because of the employee's good faith belief that the conditions of divisions A. and B. of this policy had not been satisfied. The District, a member of the Board, or a District employee shall not be liable in damages in a civil action or injury, death, or loss to person or property allegedly arising from a District employee's permitting a student to use an inhaler because of the employee's good faith belief that the conditions of divisions A. and B. of this policy had been satisfied. When the District is required to permit a student to possess and use an inhaler because the conditions of divisions A. and B. of this policy have been satisfied, the District, any member of the Board, or any District employee is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from the use of the inhaler by a student for whom it was not prescribed. Nothing in this policy eliminates, limits, or reduces any other immunity or defense that the District, any member of the Board, or any District employee may be entitled to under O.R.C. Chapter 2744, any other provision of the Revised Code, or the common law of the state.

## **EPINEPHRINE AUTO INJECTORS**

### **Employee Use:**

1. Epinephrine auto injectors shall be stored at the following location in each school building: School Health Office.
2. Epinephrine auto injectors shall be kept in the carrying tube they come in, tightly closed, at room temperature and away from light, extreme temperatures and moisture. Epinephrine auto injectors must be replaced when the expiration date on the device or device packaging has passed. An epinephrine auto injector must be disposed of if used or tampered with.
3. In addition to school nurses and athletic trainers, Board employees who have received training in accordance with this policy may access and use an epinephrine auto injector to provide a dosage of epinephrine to an individual in an emergency situation.
4. The District's nurse or another licensed healthcare provider, as determined by the Chief Executive Office, shall provide epinephrine auto injector training to Board employees in accordance with this policy. Such training shall include lessons on proper storage, procurement, and use of the epinephrine auto injector. Such training must be completed before an employee is authorized to access and use an epinephrine auto injector.
5. A school nurse, athletic trainer, or other employee authorized to access and use an epinephrine auto injector may use such devices if an individual exhibits signs and symptoms of anaphylaxis, or in other emergency situations where use is medically necessary.
6. Assistance from an emergency medical provider must be requested immediately after an epinephrine auto injector is used.
7. A dosage of epinephrine may be administered through an epinephrine auto injector in an emergency situation to students, Board employees or contractors, and school visitors.

### **Student Use:**

A student attending any school in the District may possess and use at school or at any activity, event, or program sponsored by or in which his/her school is a participant, an epinephrine auto injector to treat anaphylaxis if both of the following conditions are satisfied:

A. The student has the written approval of the prescriber of the auto injector and, if the student is a minor, the written approval of his/her parent, guardian or other person having care or charge of the student. This prescriber's written approval on the appropriate form shall contain at least the following information.

1. The student's name and address;
2. The names and dosage of the medication contained in the auto injector;
3. The date the administration of the medication is to begin;
4. The date, if known, that the administration of the medication is to cease;
5. Acknowledgment that the prescriber has determined that the student is capable of possessing and using the auto injector appropriately and has provided the student with training in the proper use of the auto injector;
6. Circumstances in which the auto injector should be used;

7. Written instructions that outline procedures school personnel should follow in the event the student is unable to administer the anaphylaxis medication or the medication does not produce the expected relief from the student's anaphylaxis;
8. Any severe adverse reactions that may occur to the child using the auto injector and that should be reported to the prescriber;
9. Any severe adverse reactions that may occur to another child, for whom the auto injector is not prescribed, should such a child receive a dose of the medication;
10. At least one emergency telephone number for contacting the prescriber in an emergency;
11. At least one emergency telephone number for contacting the parent, guardian, or other person having care or charge of the student in an emergency;
12. Any other special instructions from the prescriber. B. The school principal and school nurse assigned to the student's building has received copies of the written approvals required by division A. of this section of the policy. C. The school principal or, if a school nurse is assigned to the student's school building, the school nurse has received a back-up dose of the anaphylaxis medication from the parent, guardian, or other person having care or charge of the student, or, if the student is not a minor, from the student. D. Whenever a student possesses an auto injector at school or at any activity, event, or program sponsored by or in which the student's school is a participant, or whenever a school employee administers anaphylaxis medication to a student that was possessed by the student pursuant to the written approval described above, a school employee shall immediately request assistance from an emergency medical service provider. Immunity from Tort Liability The District, a member of the Board, or a District employee shall not be liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from a District employee's prohibiting a student from using an auto injector because of the employee's good faith belief that the conditions of divisions A. and B. of this section had not been satisfied. The District, a member of the Board, or a District employee shall not be liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from a District employee's permitting a student to use an auto injector because of the employee's good faith belief that the conditions of divisions A. and B. of this section had been satisfied. When the District is required to permit a student to possess and use an auto injector because the conditions of divisions A. and B. of this section have been satisfied, the District, any member of the Board, or any District employee is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from the use of the auto injector by a student for whom it was not prescribed. The District, a member of the Board, or a District employee or contractor is not liable in damages in a civil action for injury, death, or loss to person or property that allegedly arises from an act or omission associated with procuring, maintaining, accessing, or using an epinephrine auto injector, unless the act or omission constitutes willful or wanton misconduct. Nothing in this policy eliminates, limits, or reduces any other immunity or defense that the District, any member of the Board, or any District employee may be entitled to under O.R.C. Chapter 2744, any other provision of the Revised Code, or the common law of the state.

## CONTAGIOUS DISEASES

Parents are asked to notify the school office when a child contracts a contagious disease, so that other parents can be notified that their children have been exposed to the disease. Examples of contagious diseases or conditions include but are not limited to the below table of guidelines.

### EXCLUSION GUIDE FOR COMMUNICABLE DISEASES

Disease	Period of Exclusion
1. Chicken Pox	Minimum 10 days without doctor's release – 7 days with doctor's written release
2. Hepatitis (Infectious) Hepatitis A	Doctor's written release required
3. Impetigo	Until lesions are dry and treatment started
4. Measles (3 day) Rubella or German Measles	( Until recovery is complete – Minimum 5 days after rash appears
5. Measles (9 day) Rubeola	Rubeola Until recovery is complete – Minimum 10 days after rash appears
6. Mononucleosis	Return to school on advice of physician
7. Mumps	Until swelling is gone
8. Pediculosis	Until free of lice and nits according to a physician
9. Pink Eye	24 hours after the start of treatment with antibiotics until no drainage/discharge
10. Ringworm	24 hours after treatment or medication has started
11. Scabies	Until treated
12. Scarlet Fever	24 hours after medication is started and is fever free at home for 24 hours
13. Strep Throat	24 hours after medication is started and is fever free at home for 24 hours

## **IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE**

### **DTaP/DT Tdap/Td (Diphtheria, Tetanus, Pertussis)**

Kindergarten: Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the 4th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4th birthday, a fifth (5) dose is not required.

Grades 1-12: Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up.

Grades 7-12: One (1) dose of Tdap vaccine must be administered prior to entry.

### **IPV (Polio)**

Grades K-8: Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.

Grades 9-12: Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.

### **MMR (Measles, Mumps, Rubella)**

Grades K-12: Two (2) doses of MMR. Dose one (1) must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose one (1).

### **HEP B (Hepatitis B)**

Grades K-12: Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.

### **Varicella (Chickenpox)**

Grades K-8: Two (2) doses of varicella vaccine must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after the first dose, it is considered valid.

Grades 9-12: One (1) dose of varicella vaccine must be administered on or after the first birthday.

### **MCV4 (Meningococcal)**

Grades 7-9: One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.

Grade 12: Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. \*\*\*\*



No pupil at the time of initial entry or at the beginning of each school year shall be permitted to remain in school for more than fourteen (14) days unless the pupil presents written evidence satisfactory to the District that the pupil has been immunized or is in the process of being so immunized against diphtheria, pertussis, tetanus, polio, mumps, rubeola, rubella, varicella, hepatitis B, and meningococcal. In addition, no pupil who begins kindergarten at an elementary school shall be permitted to remain in school for more than fourteen (14) days unless the student presents satisfactory written evidence that he/she has been immunized by a Department of Health-approved method or is in the process of being so immunized. Pursuant to O.R.C. §3301.60, if the pupil is a child of a military family who transferred from a public school district in another state (the “sending state”), the District shall permit the pupil to remain in school for thirty (30) days or the time determined under rules established by the Interstate Commission on Educational Opportunity for Military Children to obtain and present written evidence that the pupil has been immunized or is in the process of being so immunized. “In the process of being so immunized” means the pupil has been immunized against mumps, rubeola rubella, and varicella and if the pupil has not been immunized against poliomyelitis, diphtheria, pertussis, tetanus, hepatitis B, and meningococcal, the pupil has received at least the first dose of the immunization sequence, and presents written evidence to the pupil’s building principal of each subsequent dose required to obtain immunization at the intervals prescribed by the Director of Health. Any student previously admitted under the “in process of being so immunized” provision and who has not complied with the immunization intervals prescribed by the Director of Health shall be excluded from school on the fifteenth day of the following school year. Any student so excluded, shall be readmitted upon showing evidence to the student’s building principal of progress on the Director of Health’s interval schedule. A pupil who has had natural rubeola, mumps, or varicella and presents a signed statement from the pupil’s parent, guardian or physician to that effect, is not required to be immunized against rubeola, mumps, or varicella. A pupil who presents a written statement of the pupil’s parent or guardian in which the parent or guardian objects to the immunization for reasons of conscience, including religious convictions, is not required to be immunized. A pupil whose physician certifies in writing that such immunization against any of the diseases set forth in this policy is medically contraindicated is not required to be immunized against the disease. The District may deny admission to a pupil otherwise exempted from the immunization requirements if the Director of the State Department of Health notifies the school’s principal or Chief Executive Office that an immunization requirement epidemic exists in the school District’s population. The denial admission shall cease when the director notifies the principal or Chief Executive Office that the epidemic no longer exists. The Chief Executive Office or designee shall establish methods whereby the academic standing of a pupil who is denied admission during an immunization requirement epidemic may be preserved.

# UNIFORM DRESS CODE

## (CAMPUS WEAR)

The East Cleveland City School District recognizes the need to maintain an orderly, appropriate and safe learning environment.

The goal of the Campus Wear (Dress Code) Policy is to place the focus on excellence in education.

Studies indicate that requiring students to wear uniformed dress results in increased attendance and graduation rates and fewer student suspensions.

The Campus Wear (Dress Code) allows the schools to more readily identify unauthorized persons on school property.

The East Cleveland City School District Board of Education authorizes the Chief Executive Office to implement the current Campus Wear (Dress Code), with the following stipulations effective for the 2019-2020 school year.

- ☐ Students will not be permitted to wear T-shirts of any kind. Students will be required to wear shirts or blouses with collars in white, blue, red or black.

Effective for the 2019-2020 school year, the following Campus Wear (Dress Code) will be in full effect as indicated.

<b>BOYS-GRADES KINDERGARTEN THROUGH SEVEN</b>
Solid white, blue, red or black dress shirts (shirts must be tucked in at all times) Solid blue, black or khaki pants Solid blue or black jeans (with no holes, no jeggings or leggings) Solid blue, black or white socks Solid blue, black or white sweaters Solid black dress shoes Athletic (tennis shoes) Solid blue or black belts must be worn on pants with belt loops Solid blue or black blazers, vests or ties (optional)
<b>YOUNG ADULT MEN – GRADES EIGHT THROUGH TWELVE</b>
Solid white, blue, red or black dress (shirts must be tucked in at all times) Solid blue, black or khaki pants Solid blue or black jeans (with no holes, no jeggings or leggings) Solid blue, black or white socks Solid blue, black or white sweaters Solid black dress shoes Athletic (tennis shoes) Solid blue or black belts must be worn on pants with belt loops Solid blue or black blazers, vests or ties (optional) Should seventh grade students be housed at Heritage Middle School, the Young Adult Men Campus Wear (Dress Code) will be applicable to seventh graders.

### **GIRLS – GRADES KINDERGARTEN THROUGH SEVEN**

Solid white, blue, red or black blouses/shirts (blouses/shirts must be tucked in at all times)  
Solid blue or black skirts, skorts, jumpers (at or below the knee when standing)  
Solid blue, black, or khaki pants  
Solid blue or black jeans (with no holes, no jeggings or leggings)  
Solid blue, black or white sweaters  
Solid blue or black shoes (two inch heel maximum)  
Athletic (tennis shoes)  
Solid blue, black or white socks, stockings or tights  
Solid blue or black belts must be worn on pants with belt loops  
Solid blue or black blazers, vests or ties (optional)

### **YOUNG ADULT WOMEN – GRADES EIGHT THROUGH TWELVE**

Solid white, blue, red or black blouses/shirts (blouses/shirts must be tucked in at all times)  
Solid blue or black skirts (at or below the knee when standing)  
Solid blue, black or khaki pants  
Solid blue or black jeans (with no holes, no jeggings or leggings)  
Solid blue, black or white sweaters  
Solid blue or black shoes (two inch heel maximum)  
Athletic (tennis shoes)  
Solid blue, black or white socks, stockings or tights  
Solid blue or black belts must be worn on pants with belt loops  
Solid blue or black blazers, vests or red and black striped ties (optional)  
Should seventh grade students be housed at Heritage Middle School, the Young Adult Women Campus Wear (Dress Code) will be applicable to seventh graders.

### **NOT PERMITTED**

Baggies or sagging pants/slacks  
Short pants or three quarter pants/slacks  
Leather garments  
Sandals, open toe, backless shoes, stiletto heels and flip flops  
Ostentatious (intended to attract notice) display of jewelry (chains, earrings)  
Sleeveless shirts, blouses, halters, midriff tops, T-shirts and stretch pants  
After five attire  
Leggings or jeggings  
Excessive splits in skirts  
Sweat bands, hair rollers, bandannas, hats, caps, etc.  
Non-prescription glasses/sunglasses  
Headphones, CD players, cellular phones, or any electronic devices  
No insignias that imply membership in an unauthorized organization, club or group  
Boots above the calf.

### **PERMITTED**

Solid blue, black or white scarves only worn for cultural, religious or documented medical reasons  
Solid blue, black or white hats only worn for documented medical reasons  
Clothes worn for religious reasons must be in Campus Wear (Dress Code) colors (blue, black or white).

### **SPIRIT/DRESS DOWN DAYS**

The Board of Education authorizes the Chief Executive Office to designate spirit/dress down days when deemed appropriate.

## **CONSEQUENCES RELATIVE TO THE “CAMPUS WEAR” POLICY**

The following will serve as consequences for violations of CAMPUS WEAR (Uniform Dress Code) effective with the 2019-2020 school year:

### **GRADES K-6**

- 1<sup>st</sup> Offense      Parent Notification  
                                 (Via Letter and Telephone Call)
- 2<sup>nd</sup> Offense - Parent Return to School with Student
- 3<sup>rd</sup> Offense - Saturday School or After School Detention
- 4<sup>th</sup> Offense - Intent to Suspend Notification  
                                 One (1) Day Suspension
- 5<sup>th</sup> Offense - Category II Violation  
                                 (Chronic Offender/Repeated Violations)

### **GRADES 7-12**

- 1<sup>st</sup> Offense      In-school Suspension
- 2nd OffenseParent Return to School with Student  
                                 In-school Suspension
- 3rd OffenseSaturday School or After School Detention
- 4th OffenseIntent to Suspend Notification  
                                 1-2 Day Suspension
- 5th Offense      Category II Violation  
                                 (Chronic Offender/Repeated Violations)

Adopted by Resolution 117/07  
April 16, 2007

## **ELECTRONIC COMMUNICATION DEVICES USAGE POLICY**

Students may possess electronic communication devices only under the following conditions:

- Section 1.** Electronic communication devices must remain in the OFF position at ALL times during the instructional day whether in the school building or on school grounds. Any use of electronic communication devices during the school instructional day, including during lunch periods and change of classes shall, be grounds for appropriate discipline. Forgetting to turn off a cell phone is not a valid excuse for a violation of this requirement.
- Section 2.** Electronic communication devices must be kept out of sight during the instructional day. Electronic communication devices must be kept in a locker, book bag, backpack, pocket or purse during the instructional day. Electronic communication devices shall not be kept in or on waistbands or other areas of clothing that can be easily accessed or viewed during the instructional day.
- Section 3.** Electronic communication devices may not be used while traveling on District school buses except in cases of emergency **and** with approval from the bus driver.
- Section 4.** Any use of an electronic communication device during testing will be considered cheating and will be addressed accordingly.
- Section 5.** Building principals may grant individual students permission to use electronic communication devices during the instructional day upon advance requests based on unique circumstances or in cases of an emergency.

School building principals shall have the authority to further restrict possession of electronic communication devices in their individual buildings in order to maintain the principles of this policy and the unique circumstances of their individual schools or grade levels.

Should a student be observed using an electronic communication device, or if a device rings or beeps during the instructional day, disciplinary action will be taken including but not limited to confiscation of the device, loss of the privilege of carrying the device permanently or for a limited period and other options for student discipline as reasonable under the circumstances.

Should a device be confiscated for violation of this policy, the student's parent(s) or guardian(s) may pick up the device from the school after showing proof of ownership such as a phone bill and following a conference with the building administrator. By this policy, parents and/or guardians are on notice that confiscated devices that are not claimed by the end of the school year, shall be disposed of appropriately.

The East Cleveland City School District shall not assume responsibility for devices that are damaged, lost or stolen when brought to school or after being confiscated for violation of this policy.

Adopted by Resolution 44/07

February 12, 2007

## **EAST CLEVELAND CITY SCHOOL DISTRICT’S SEX DISCRIMINATION AND SEXUAL HARASSMENT POLICY COVERING STUDENTS**

No student shall, on the basis of his or her sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or opportunity offered by the District.

The East Cleveland City School District is mandated to provide a Sex Discrimination and Sexual Harassment Policy Covering Students, therefore be it

No student shall, on the basis of his or her sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or opportunity offered by the District.

A student’s right to freedom from discrimination on the basis of sex includes the opportunity to learn in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the operation of the School District and will not be tolerated. This policy or a version which provides students adequate notice of the prohibition against sex discrimination, including sexual harassment, the conduct that constitutes sexual harassment, and the complaint procedure for reporting discrimination and harassment shall be included in the student handbooks.

It shall be a violation of this Policy for any District employee, student, or third party to discriminate on the basis of sex against a student, to harass a student through conduct or communications of a sexual nature as defined below, or to have romantic or sexual relations with a student. Retaliation in any form against those persons alleging that sexual discrimination and/or harassment has occurred or participating in the investigation of the complaint is also prohibited.

Any teacher, counselor or administrator who receives a report, verbally or in writing, from any student regarding sexual harassment of that student must forward that report to the building principal or Title IX Coordinator within one school day or within a reasonable period of time if there is a good cause for the delay. Any building principal receiving a report of sexual harassment shall promptly notify the Title IX Coordinator.

### **Definition of Sexual Harassment**

1. Sexual harassment is unwelcome conduct of a sexual nature. Such conduct can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature, when made by a member of the school staff or a third party (e.g., a visiting speaker or visiting athletes) to a student or when made by any student to another student. Such actions constitute sexual harassment when:

- a) Submission to such conduct is made, either explicitly or implicitly, a term or condition of a student's education;
  - b) Submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting that student; or
  - c) The conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an education program or activity or creates an intimidating, hostile or offensive academic environment;
  - d) Sexual harassment, as defined above, may include, but is not limited to, the following:
    - 1) Verbal harassment or abuse;
    - 2) Pressure for sexual activity;
    - 3) Repeated remarks to a person, with sexual or demeaning implications;
    - 4) Unwelcome touching; or
    - 5) Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, etc.
2. Unwelcome: Conduct is unwelcome if the student did not request or invite it and regarded the conduct as undesirable or offensive. Acquiescence in the conduct or failure to complain does not always mean the conduct was welcome.

### Complaint Procedure

Any student who alleges sex discrimination or sexual harassment by any District employee, student, or third party may complain to a guidance counselor, teacher, Chief Executive Office, any other school employee whom the student trusts, or directly to the Title IX Coordinator through the Title IX Grievance Procedure as set forth in Board Policy. The person to whom the complaint was made shall within one (1) school day report the complaint to the Title IX Coordinator. If the Title IX Coordinator or Chief Executive Office is the employee alleged to have engaged in the sexual harassment, the report shall be made to the President of the Board of Education.

The Board hereby designates the Title IX Coordinator for the School District:

**Mrs. Andratesha Fritzgerald**  
East Cleveland City Schools  
1843 Stanwood Road  
East Cleveland, Ohio 44112  
(216) 268-6581

Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. Therefore, filing of a complaint or otherwise reporting sexual harassment will not reflect upon the student's status nor will it affect future employment, grades, or work assignments.

## Discipline

A substantiated charge against a student in the School District shall subject that student to disciplinary action, including suspension or expulsion, consistent with the Student Discipline Code.

### **PROCEDURE FOR SEXUAL HARASSMENT/TITLE IX GRIEVANCES FOR STUDENTS**

The Board of Education, employees, students and third parties shall not discriminate on the basis of sex, including sexual harassment, in any of the program or activities of the School District.

The East Cleveland City School District is mandated to provide a grievance procedure for Title IX complaints for employees and students.

The Board of Education, employees, students, and third parties shall not discriminate on the basis of sex, including sexual harassment, in any of the programs or activities of the School District.

The Board hereby designates the Title IX Coordinator for the School District:

**Mrs. Andratesha Fritzgerald**  
East Cleveland City Schools  
1843 Stanwood Road  
East Cleveland, Ohio 44112  
(216) 268-6581

The Title IX Coordinator's duties shall include, but not be limited to, coordinating the School District's effort to comply with and carry out its responsibilities under Title IX and carry out an investigation of any complaint communicated to the School District alleging its noncompliance with Title IX or alleging any actions which would be prohibited by Title IX in accordance with the procedures set forth hereinafter. The Title IX Coordinator may be assisted by such additional personnel as from time to time may be appointed.

Complaints involving alleged discrimination on the basis of sex in any District program or activity, including complaints of sexual harassment, shall be handled in accordance with the following procedure unless a policy has been adopted to deal with the specific discrimination. If a more specific policy exists, that policy shall be followed.

**Step 1:** Any student or employee who has a complaint of alleged sex discrimination may attempt promptly to resolve the complaint by discussion with the building principal or immediate supervisor in case of classified employees. If the building principal or immediate

supervisor is the subject of the complaint, the complaint may be discussed with the Title IX Coordinator. If the Title IX Coordinator is the subject of the complaint, the complaint may be discussed with the Chief Executive Office or the Board. The individual who receives the



complaint shall keep a written record of the discussion and provide a copy to the student or employee involved.

Step 2: If the complaint is not resolved in Step 1, or if the student or employee elects not to use Step 1, the student or employee may, within ten (10) calendar days of the alleged discrimination, file a complaint in writing with the Title IX Coordinator. The complaint shall be in writing and describe, in as much detail as possible, the facts of the situation, including the following information: name and address of the complainant; the date and nature of the alleged discriminatory act; names of the persons responsible; names of possible witnesses; the relief requested; and any other information thought relevant. The Title IX Coordinator shall provide for interim measures deemed necessary to protect the complainant from further harassment or retaliation during the course of the investigation.

Step 3: Within ten (10) calendar days of receiving the written complaint, the Title IX Coordinator shall arrange a meeting to discuss the complaint with the complainant and/or the person named in the complaint. The Title IX Coordinator may review any relevant documents submitted by either party and interview possible witnesses to the alleged discriminatory action.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligation, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

Step 4: The Title IX Coordinator shall give a written answer to the complainant and the person named in the complaint by certified mail, return receipt requested, within ten (10) calendar days after completing his or her review of the complaint. If harassment is found to have occurred, the Title IX Coordinator shall recommend what steps are necessary to ensure that the discrimination and/or harassment is eliminated for the complainant and other individuals affected and to correct its discriminatory effects on the complainant and others, if appropriate.

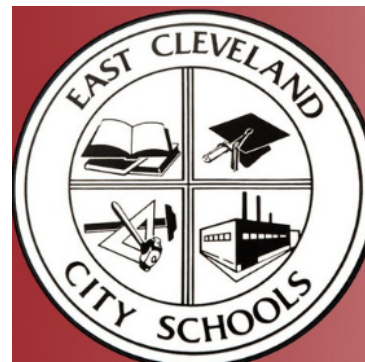
Step 5: If the decision rendered by the Title IX Coordinator does not resolve the complaint to the satisfaction of the complainant, such person can, within ten (10) calendar days, appeal in writing to the Board. The notice of appeal shall be sent to the Title IX Coordinator and a copy filed with the Treasurer of the Board. Failure to file such appeal within ten (10) calendar days from the receipt of the written memorandum of the Title IX Coordinator's action on the complaint shall be deemed a waiver of the right to appeal. The Chief Executive Office shall place the matter on the agenda for the next meeting of the Board to be held within thirty (30) days, and the complainant shall be advised in writing of the time, place, and date of the meeting.

The complainant and the person named in the complaint shall receive written notice of the meeting no less than five (5) calendar days in advance of the meeting. The Board shall act upon such appeal officially no later than its next regular meeting following the meeting with the complainant. Copies of the final decision shall be sent to the complainant, the person named in the complaint, the Title IX Coordinator, and building principal or supervisor. The decision of the Board shall be final.

If the grievance cannot be resolved through the above procedure, a request for an official interpretation may be filed with the U.S. Department of Education - Office for Civil Rights, 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114-2611.

# EAST CLEVELAND CITY SCHOOL DISTRICT

## STUDENT CODE OF CONDUCT



### Philosophy

We believe that discipline is necessary for a school to achieve an effective climate for learning. The best type of discipline is self-discipline. The school staff must foster student growth toward self-control and self-discipline by striking a proper balance between internal and external controls, a balance between incremental student freedom and excessive regimentation in each classroom as well as in the school as a whole.

We believe that discipline and good citizenship are primarily teaching functions of the school staff and secondarily an administrative function of principals. Discipline must be taught, and it can and must be learned by students. Thus, the roots of a well-disciplined school lie in what is learned by students in the total school environment, including the curriculum, classroom and the behavior of other students in classroom and non-classroom areas.

### **TOGETHER WE ARE EAST CLEVELAND**

The East Cleveland City School District will be the model urban school system for student achievement focused on the whole child. We will provide the children of East Cleveland with the academic and social-emotional preparation to succeed in the college and/or career pathway of their choice.

**Dr. Henry Pettiegrew II**  
*Chief Executive Officer & Superintendent*

The examples and attitudes of the adults in the building significantly influence the behavior and citizenship of students. When citizenship instruction provided at each grade level and in every course does not produce positive conduct on the part of some students, principals should provide reinforcement and support to teachers by applying other positive and corrective disciplinary measures to referred students.

We believe that quality teaching, consistently experienced by students in all their classes and courses, as well as a positive climate in the school as a whole, will produce interested, motivated, involved, successful learners, and will, as a result reduce the incidence of student misconduct.

We understand that interest, involvement, and assistance in a supportive role with their own children is not only an obligation of parents but also a necessary condition to the success of teachers and principals in bringing about good conduct and good school citizenship on the part of students. To this end, the District expects parents to be responsible in guiding their children and cooperating with school staff members.

**ACKNOWLEDGEMENT & AGREEMENT OF STUDENT CODE OF CONDUCT**

I, \_\_\_\_\_ (print student's name) have received and read the Student Code of Conduct for East Cleveland City Schools. I am aware of my rights and responsibilities under the Student Code of Conduct. Furthermore, I understand that acts of misconduct or inappropriate student behavior will result in interventions and consequences as stated under the Code.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Parent/Guardian Agreement**

Dear Parent or Guardian:

East Cleveland City Schools believes that you should be informed regarding our effort to create and maintain a safe and secure learning environment for all students. Please read the Student Code of Conduct and sign the document below to acknowledge your receipt and understanding of it.

I am the parent or guardian of the above-named student. I have received and read the Student Code of Conduct. I understand that by signing this document, I agree to support and promote the goals of East Cleveland City Schools and make every effort to work with the school in resolving all disciplinary matters.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## POLICY ON STUDENT BEHAVIOR

In order for learning to take place, students must experience a level of safety, respect, and support from educators, non-instructional staff and peers on a daily basis. A culture of positive behavior must replace student discipline issues. Students must be appropriately challenged and encouraged to achieve their academic and career goals, with support from those around them in school.

East Cleveland City School District will focus on supporting the whole child with every student. Teachers will tailor instruction and fully support students with exceptional needs. The District will implement a positive behavior approach (Positive Behavior Interventions and Supports or PBIS) to engage students and will encourage

expected behaviors through positive reinforcement along with restorative practices for providing interventions, supports and consequences for negative behavior.

Our vision is to address student behavior through instruction and guidance, positive interventions, restorative practices, working with families, and to utilize community support and resources to assist our children in meeting District behavioral expectations.

### RESTORATIVE PRACTICES

Restorative practices are based on mutual respect and responsibility with embedded principles that focus on repairing and restoring relationships among students, staff and the community. It is our aim to address the school climate, culture, and the social-emotional growth of our students through implementation of these principles. Our vision is to create alternatives to traditional, punitive discipline, which are often exclusionary, and instead keep our kids in school in a safe learning environment. With this philosophy our educators will seek to create a sense of community ownership among our students by empowering our youth to self-regulate without the need for formal discipline.

With these problem-solving strategies included in this Code, East Cleveland City Schools will effect positive change in student behavior and maximize appropriate conduct, promote healing for all those impacted by the behavior, generate social capital, empower victims and their families along with offenders through shared responsibility and constructive resolutions, and engage in collective responsibility for both the victim's and offender's support system for making amends and shaping future behavior. Ultimately, our goal is to reduce problem behavior and improve school culture and climate and academic performance through meaningful instruction and guidance to offer students an opportunity to learn from their mistakes and contribute back to the school community.

### Positive Behavior Intervention & Supports

Positive behavioral interventions and supports (PBIS) provides an ideal framework for promoting social-emotional competencies to improve outcomes for the whole child. PBIS is a multi-tiered framework for implementing evidence-based practices informed by implementation science (Horner, Sugai, & Fixsen, 2016). Rather than being a packaged program or single intervention, the prevention framework is focused on meeting the needs of all students through a continuum (i.e., tiers) of supports. In this continuous improvement model, teams develop a strategic plan that is anchored to core features or guiding principles, including: (a) a prevention-focused continuum of supports, (b) data-based decision-making, (c) regular universal screening and progress monitoring, (d) systems change through ongoing professional development and coaching, (e) team-based leadership, and (f) evidence-based practices for improving learning (Horner, Sugai, & Anderson, 2010). Research has documented the effects of PBIS implementation on important student outcomes (e.g., decreased problem behavior and bullying and increased emotional regulation and perceived school climate), as well as adult outcomes (e.g., decreased burnout and improved staff cohesiveness; Bradshaw, Waasdorp, & Leaf, 2012; Horner, Sugai, & Anderson, 2010; Kelm & McIntosh, 2012; Waasdorp, Bradshaw, & Leaf, 2012).

## STUDENT EXPECTATIONS

### STUDENT RIGHTS

- ☐ Freedom of inquiry, speech, expression and assembly subject to reasonable limitations upon the time, place, and manner of exercising such rights;
- ☐ Present petitions, complaints or grievances to school authorities and have the right to prompt replies, subject to reasonable limitations upon the time, place, and manner of exercising such right;
- ☐ Use established channels to voice their opinions in the development of curriculum;
- ☐ Equal educational opportunity;
- ☐ Consult with teachers, counselors, administrators and other school personnel at reasonable and appropriate times;
- ☐ Expect fair and equitable treatment from school authorities;
- ☐ Upon request, view the contents of the cumulative academic record and be apprised, with parental permission, of the contents of their supplemental record at reasonable times during school hours;
- ☐ Know the requirements of a course of study and to know on what basis their grade will be determined;
- ☐ Be involved in school activities provided they meet the reasonable qualifications of the sponsoring organization;
- ☐ Procedural due process whenever they are subject to disciplinary action;
- ☐ Act in their own behalf in matters which affect their role as students at the time they become eighteen years of age, except that parents or guardians of an eighteen-year-old dependent student shall receive notification of matters affecting such student.

### STUDENT RESPONSIBILITIES

- ☐ Attend school daily, be on time and prepared for classes and pursue their course of studies;
- ☐ Be aware of all rules governing student behavior and to conduct themselves accordingly;
- ☐ Submit to reasonable corrective action or consequence imposed by school authorities;
- ☐ Express their opinions and ideas in a respectful manner so as not to libel or slander others;
- ☐ Dress in a manner which is not disruptive to the educational process and is not threatening to the health and safety of others;
- ☐ Conduct themselves in a manner which will not disrupt or deprive others of their education;
- ☐ Follow established procedures in seeking changes in those policies, rules or regulations which affect them and with which they disagree;
- ☐ Comply with the lawful instructions of school personnel in the performance of their duties;
- ☐ Identify themselves, upon request, to any school District personnel in the school building, on school grounds, and at school-sponsored events, or on school buses.

## RESPONSIBILITIES OF ADMINISTRATORS, TEACHERS & STAFF

1. Set standards of student conduct in the classroom, non-classroom areas of the building, on school grounds, and in related school activities;
2. Outline specific types of acceptable conduct;
3. Specify the types of **INTERVENTION PROGRAMS**, support services, and aspects of school climate which will be maintained to develop student values and habits leading to good conduct;
4. Specify the types of **RESTORATIVE MEASURES** that will apply to those students who violate school citizenship standards;
5. Provide for appropriate involvement of the student's parents;
6. Outline the rights of the student and parent in instances of misconduct and application of restorative measures;
7. Provide for faculty in-service as well as periodic faculty evaluation and assessment of school climate and discipline.

All staff members shall support District restorative practices, which are based on mutual respect and responsibility with embedded principles that focus on repairing and restoring relationships among students, staff and the community.

Henry Pettiegrew II, Ph.D.  
*Chief Executive Officer & Superintendent*

## ATTENDANCE POLICY

We all know that attendance is one of the strongest predictors of a student's success. The policy of the East Cleveland City School District mandates that every student enrolled within the District shall attend school every day and on time.

The main focus of the District is to eliminate schools from suspending or expelling students with truancy issues, and to limit a youth's exposure to the juvenile justice system caused by truant behavior. The mediation program will increase the opportunity for parental and family involvement, as well as provide additional tools and flexibility to address the root causes of truancy issues through early identification, mediation, and collaborative relationships, which may also include a District or school absence intervention team, comprised of a team of educators, district representatives and other supportive adults to develop a specialized absence intervention plan for students who are habitually truant. Absence intervention plans incorporate academic and non-academic supports to help the student and remove barriers to regular attendance. Parental involvement and accountability play a significant role as part of the student's absence intervention plan.

East Cleveland City Schools will be a place where students will grow and achieve greatness. The school's role is to light the path to lifelong learning, personal betterment and giving back to the community for every student we have the privilege to educate.

Henry Pettiegrew II, Ph.D.  
*Chief Executive Officer & Superintendent*



## **ABSENCE FROM SCHOOL/CLASS**

Regular attendance is an important factor in the establishment of a good scholastic record. Work missed through an absence from school is difficult to make up. There is no substitute for the actual participation in the daily classroom discussion and work.

A student shall have the opportunity to make up school work missed due to an excused absence; however, it shall be the responsibility of the student to initiate a make-up procedure and schedule with his or her teacher(s). All make-up work shall be completed within a reasonable time following the excused absence. A student shall receive full credit for school work made up pursuant to an excused absence.

Parents have the responsibility to encourage students to do their best work in school, stress regular and timely school attendance, understand school rules and cooperate with school personnel in enforcing them.

Students have the responsibility to attend school regularly, to be on time to each of his/her classes and to behave in ways, which foster academic excellence and good citizenship.

### **WORKING TOGETHER WITH FAMILIES**

- The school administrator's office shall have on file a completed Registration Form for each student which includes demographic information and the parent's signature made available for comparative purposes when necessary.
- At the beginning of the school year, the administrator (or his/her designee) shall inform the students and their parents of the East Cleveland City School District Attendance Policy.
- The administrator shall inform the students, parents, and/or legal guardians that they have the responsibility of notifying the school by telephone and/or by note if a student is going to be absent or tardy to school. A written explanation regarding the student's absence and/or tardiness shall accompany the student when he/she returns to school.
- Students transported by board-owned vehicles shall be marked "Excused Tardy" if they are late as a result of transportation problems, inclement weather or similar difficulties.
- The homeroom teacher shall check attendance daily; and keep an accurate record of each student's attendance, absence; and tardiness where applicable on the appropriate forms.
- Each classroom teacher shall report all absences daily to the office on the appropriate attendance form.
- The appropriate school personnel shall contact the parent by telephone whenever a student is absent unless prior contact has been made.

[Cite your source here.]



## Excused Absence

- **Personal Illness**

The approving authority (principal, or his/her designee) may require a doctor's certificate if it is deemed advisable.

- **Quarantine of the Home**

Absence under this condition is limited to the length of the quarantine as filed by the proper health authorities.

- **Death in Immediate Family**

Absence is limited to a period of three days unless reasonable cause may be shown by the parent/guardian for a longer absence.

- **Observance of a Religious Holiday**

Any child of religious faith may be excused for observance of a religious holiday consistent with his creed or belief.

- **Medical appointment**

The approving authority may require a written statement from a physician or dentist and an explanation as to why the child's absence was necessary.

- **Emergency or other set of circumstances**

Circumstances which, in the judgment of the Chief Executive Officer or his/her designee, constitutes a good and sufficient cause of absence from school.

**All other absences will be considered "unexcused."**

## Truancy

Ohio law provides that a student is considered a "habitual truant" if they have been absent without a legitimate excuse for thirty (30) or more consecutive hours of instruction, forty-two (42) or more hours of instruction within a school month, or for more than seventy-two (72) hours of instruction within a school year. Students who have been designated a "habitual truant" will be referred to the District's Absence Intervention Team to receive appropriate supports consistent with Ohio law and best practices. Such supports may include, but are not limited to parental notification, a truancy intervention plan, counseling, referrals to parental programs, notification to the registrar of motor vehicles, if applicable, and/or referral to the juvenile court. The District will notify the Ohio Department of Education of habitual truant designations, related parental notifications, related court adjudications, and absence intervention plans as required by law.

## RESTORATIVE STRATEGIES – LEVEL I OFFENSES

**\*\*Out-of-school suspension/expulsion is not an option for a Level I violation. However, repeated violations may rise to Level II disciplinary action, which may result in a short-term suspension of 1-5 days.**

Student Expectations	Infraction of Expectations	RESTORATIVE STRATEGIES
<b>BE SAFE</b> <ul style="list-style-type: none"> <li>Stay in assigned areas</li> <li>Enter and exit the building as directed</li> <li>Comply with teacher and building procedures related to hall passes and absence from class</li> <li>Comply with all District student dress code guidelines</li> <li>Keep hands and feet to yourself</li> <li>Ask for help if you are not safe</li> </ul>	<ul style="list-style-type: none"> <li>Failure to be in assigned area</li> <li>Skipping Class</li> <li>Leaving a classroom without permission.</li> <li>Turning off classroom or stairwell lights</li> <li>Improper use of school entrance and exit doors</li> <li>Entering or remaining in a classroom, in a school building or on school grounds without an authorized purpose</li> <li>Unauthorized use of school parking lots</li> <li>Trespassing</li> <li>Inappropriate school attire or accessories.</li> <li>“Rough housing/horse play”</li> </ul>	<hr/> <ul style="list-style-type: none"> <li>Re-teach behavioral expectations.</li> <li>Parent outreach</li> <li>Create a behavior contract that includes expected student behaviors, as well as consequences for infractions and incentives for demonstrating expected behaviors</li> <li>Referral to school support services (i.e., school counselors or social workers)</li> <li>Referral to peer mediation.</li> <li>Referral to mentoring program</li> <li>Have the student choose a method of apologizing or making amends to those harmed or offended</li> <li>Provide a reflective activity</li> <li>Short-term behavioral progress reports.</li> <li>Referral to community service (with parental consent)</li> <li>In-school suspension time, during which school work is completed</li> <li>Restitution</li> </ul>
<b>BE RESPECTFUL</b> <ul style="list-style-type: none"> <li>Follow directions</li> <li>Obey classroom and building rules</li> <li>Cope when the answer is “no”</li> <li>Respect and accept other individuals</li> </ul>	<ul style="list-style-type: none"> <li>Disrupting class or assembly, including but not limited to electronic devices.</li> <li>Engaging in pranks that do not endanger persons or property</li> <li>Throwing food or objects</li> <li>Use of inappropriate language</li> <li>Objectionable conduct – engaging in minor verbal or physical altercations such as insulting, taunting, or challenging another person under circumstances in which such conduct is likely to</li> </ul>	

**BE RESPONSIBLE**

- Tell the truth
- Do your own work
- Use personal property on school grounds as approved by the District
- Use school property and supplies as approved by the District
- Abide by attendance policy

provoke a disruptive response

- Inappropriate public display of affection
- Violation of attendance policy
- Sleeping during classroom instruction
- Refusing to identify oneself to school personnel
- Cheating and/or plagiarism.
- Forgery/Fraud/False Identification
- Inappropriate use of electronic device
- Negligent or reckless care of school textbooks, equipment, supplies and facilities

**RESTORATIVE STRATEGIES – LEVEL II OFFENSES**

**\*\* Repeated Level II offenses may rise to Level III disciplinary action, which may result in suspension for up to ten (10) days with a recommendation for expulsion.**

Student Expectations	Infraction of Expectations	RESTORATIVE STRATEGIES
<b>BE SAFE</b> <ul style="list-style-type: none"><li>▪ Solve problems peacefully</li><li>▪ Keep hands and feet to yourself</li><li>▪ Obey school policy and federal, state and local law with regard to tobacco, alcohol and/or controlled substances</li><li>▪ Obey school policy and federal, state and local laws, as well as community expectations with regard to gang affiliation</li></ul>	<ul style="list-style-type: none"><li>● Fighting or deliberately provoking/inciting another student to fight</li><li>● Violent Disorderly Conduct - engaging in a physical or verbal or physical altercations in which such conduct is likely to provoke a violent/physical response</li><li>● Initiating or participating in a student prank towards another student or district employee or participating in any activity that has the potential of creating an unsafe condition</li><li>● Hazing</li></ul>	<hr/> <p><i>The principal or designee must utilize at least one of their selected strategies used at Level I in conjunction with the selected strategies at this Level.</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Conference with student</li><li><input type="checkbox"/> Parent outreach</li><li><input type="checkbox"/> Loss of privilege</li><li><input type="checkbox"/> Create a behavior contract that includes expected student behaviors, as well as consequences for infractions and incentives for demonstrating expected behaviors</li><li><input type="checkbox"/> Referral to school support services (i.e., school counselors or social workers)</li></ul>

- Ask for help if you are not safe

#### **BE RESPECTFUL**

- Use polite, appropriate and respectful language with all school personnel
- Consider the rights of others
- Comply with anti-harassment and anti-bullying policies

#### **BE RESPONSIBLE**

- Engaging in gang-related/hate activities included but not limited to writing in gang language or symbols on notebooks/book covers/papers, showing colors/wearing gang apparel, initiations, intimidation and recognizing other gang members

- Taking part in an unauthorized student demonstration, walk-out, sit-in, etc.
- Interference with or intimidation of school personnel
- Seriously offensive language (profane, obscene, and indecent), gestures, or behavior, based on race, sex, gender, gender identity, religious affiliation or disability, directed at an individual or group
- Written, verbal or physical conduct that is persistent, pervasive and/or severe enough that it causes emotional distress or substantially interferes with educational opportunities, adversely affects the ability of students to participate in or benefit from school programs or causes a substantial disruption to the orderly operation of schools
- Vandalism where damage amounts to less than \$250.

- Have the student choose a method of apologizing or making amends to those harmed or offended
- Provide a reflective activity
- Short-term behavioral progress reports
- Referral to community service (with parental consent)
- Create home/school communication system
- Restitution
- Require daily or weekly check-ins with administrator for a specific period of time
- Detention
- In-school suspension time, during which school work is completed
- Time in alternative assignment in lieu of suspension not to exceed five (5) days
- File charges if law is broken

- Use school property as approved by the District
- Respect other's rights to property
- Comply with District and building rules with regard to school visitors
- Minor damage to or destruction of school property or property others
- Stealing or possession of stolen property that amounts to less than \$250
- Assisting an individual in entering the school premises through an unauthorized entrance

### RESTORATIVE STRATEGIES – LEVEL III OFFENSES

**\*\*Depending on the nature and severity of the offense, the Chief Executive Officer or designee may expel a student for up to eighty (80) days, or under limited circumstances up to one (1) year.**

Student Expectations	Infraction of Expectations	RESTORATIVE STRATEGIES
<b>BE SAFE</b> <ul style="list-style-type: none"> <li>▪ Obey school policy and federal, state and local laws as it relates to use and/or possession of drugs and/or alcohol</li> <li>▪ Obey school policy and federal, state and local laws as it relates to possession of a dangerous weapon</li> <li>▪ Ask for help if you are not safe</li> </ul> <b>BE RESPECTFUL</b> <ul style="list-style-type: none"> <li>▪ Obey school policy and federal, state and</li> </ul>	<ul style="list-style-type: none"> <li>• Possession, use, attempting to distribute, sell or being under the influence of illegal or controlled or counterfeit controlled substances including alcohol, narcotics, drugs prohibited by state and federal law, over-the-counter medicines and prescription medications not prescribed for use by the student in possession of them</li> <li>• Possession and/or use of any tobacco product, lighter, matches, pipes, or rolling papers, including e-cigarettes and/or forms of smoking vapor</li> <li>• Possession of a dangerous weapon or a look-alike weapon</li> <li>• Assault against an employee of the District</li> </ul>	<p>–</p> <p><i>The principal or designee must utilize at least one of their selected strategies used at Level I in conjunction with the selected strategies at this Level.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Conference with student</li> <li><input type="checkbox"/> Parent outreach</li> <li><input type="checkbox"/> Loss of privilege</li> <li><input type="checkbox"/> Create a behavior contract that includes expected student behaviors, as well as consequences for infractions and incentives for demonstrating expected behaviors</li> <li><input type="checkbox"/> Referral to school support services (i.e., school counselors or social workers)</li> <li><input type="checkbox"/> Have the student choose a method of apologizing or making amends to those harmed or offended</li> <li><input type="checkbox"/> Arrange linkage with counseling or mental health agency</li> <li><input type="checkbox"/> Create a home/school communication system</li> <li><input type="checkbox"/> Require daily check-ins with administrator, counselor or</li> </ul>

local laws as it relates to the rights and protection of others

- Making a false report against the District or one of its employees
- Assault
- Sexual Assault/Battery
- Sexting

**BE RESPONSIBLE**

- Stay out of and way from other people's property and person
- Comply with District and building rules

- Robbery
- Breaking and entering
- False fire alarms or bomb threats/reports
- Fireworks
- Tampering with fire alarm system
- Starting a fire/Arson
- Inducing panic
- Vandalism where damage is in excess of \$250
- Stealing or possession of stolen property in excess of \$250
- Extortion, coercion or blackmail

social worker for a specific period of time

- Identify a mentor and establish a schedule of activities related to school performance
- Work with juvenile court to identify opportunities for restitution
- Time in alternative assignment in lieu or suspension not to exceed ten (10) days or expulsion (expulsion may be required by law depending on offense)
- File charges if law is broken

## PARENT/STUDENT RIGHTS

To ensure that the rights of the student have not been violated and that fairness and consistency are practiced, the East Cleveland City Schools shall maintain the following procedures:

### EMERGENCY REMOVAL

Students may be removed from the school premises or school activity whenever the Chief Executive Officer, Principal, or designee determines that the student poses a threat to persons, property, or the educational atmosphere of the building.

Except in cases of disruptive behavior that interferes with the normal continuance of the school day, no student shall be removed from the school without proper notification to the parent(s)/guardian.

### SUSPENSION

1. The Chief Executive Officer's designee or Principal may suspend a student from school 1-10 days for violation of the Student Code of Conduct following proper notice of intent to suspend and an informal hearing has been held.
2. Prior to suspension, a written notice of the intent to suspend, which shall include the reason, must be given to the student. A telephone call to the parent(s) guardian informing them of this intent shall be made whenever possible.
3. The Chief Executive Officer's designee or Principal/designee must provide the student an opportunity to challenge the reasons for the intended suspension or to explain his/her actions in an informal hearing normally held within 24 hours of the written notice. There need not be any delay between the written notice of intent to suspend and the informal hearing unless requested by the parent, guardian, custodian or student's representative and approved by the Chief Executive Officer's designee or Principal or Principal's designee.
4. Following the informal hearing, a decision will be made to suspend or not. If the decision is to suspend, the suspension may begin immediately.
5. The above proceedings must be followed if the student is to be assigned to an in-school suspension program.
6. Within 24 hours of the student's suspension, the Chief Executive Officer's designee or Principal/designee shall provide written notice of the suspension to the students (parent(s) guardian of the student, Pupil Services and the Treasurer. The notice shall include reasons for suspension, the length of the suspension and the right of the student/parent(s)/guardian and /or representative to appeal the suspension to the designated District appeals officer within fourteen (14) days after the date of the notice of suspension. The notice shall also state that the concerned party has the right to legal representation at appeal proceedings. The notice should also state that the student is not permitted on East Cleveland City School's property or attend any school-sponsored activity during the term of the suspension.

## **EXPULSION**

A student may be expelled from school by the Chief Executive Officer for a period not to exceed beyond the end of the current semester, eighty (80) days, or one (1) year in certain circumstances, or as otherwise authorized by state law.

1. Following a student's violation of the Code of Conduct that rises to the level of suspension or expulsion, written notice and an informal hearing may be held at the building level.
2. After the informal hearing, if the decision is to recommend that the student be expelled, the building principal must provide written notice to the student of this recommendation. The building principal should provide a written recommendation to the Chief Executive Officer's designee.
3. A student may be expelled for violation of the Student Code of Conduct after notice and the opportunity for a hearing have been provided.
4. Prior to expulsion, written notice to the student and parents(s)/guardian of the intent to expel must be provided. This notice shall include the specific infraction charged against the student. The notice shall also inform the student, parent(s) guardian of the time of the opportunity for a hearing between three (3) and five (5) days after notice is given, the place of the hearing and the student's right to representation. The time for the hearing may be extended beyond five (5) days upon request of the student's parent, guardian, custodian or representative if approved by the Chief Executive Officer's designee.
5. After the expulsion hearing, if the decision is to expel, the expulsion becomes effective immediately. Within 24 hours, written notice of the expulsion will be provided to the student, parent(s)/guardian, and the Treasurer. The notice shall also include the reason(s) for the expulsion and the right to appeal the decision to expel to the District's designated hearing officer within fourteen (14) days after the date of the notice of expulsion. The notice must also include the right to legal representation at the appeal and to request the hearing be held in private.

## **APPEAL**

A student or his parent(s) guardian may appeal his/her expulsion or suspension to the designated hearing officer of the East Cleveland City Schools. Because suspension and expulsion commence immediately after the decision to suspend or expel has been made after a hearing, it is the policy of the Chief Executive Officer to provide an appeal as soon as possible.

1. A student or his parent(s)/guardian or representative may appeal his/her suspension or expulsion to the District hearing officer.
2. An appeal must be commenced within three (3) school days of the receipt of the notice of suspension or expulsion by giving written notice of the intent to appeal the suspension to the Principal of the student's school, or in cases of expulsion, by giving written notice to the Chief Executive Officer's designee. The time in which to hold the hearing may be extended at the request of the student's parent, guardian, custodian, or representative if approved by the Principal or the Chief Executive Officer's designee.
3. Such student or his/her parent(s)/guardian or representative may be represented in all such appeal proceedings. At the request of the student or his/her parent(s)/guardian or representative, the hearing officer may hold the hearing in private. The hearing officer will make his/her recommendation to the Chief Executive Officer. The Chief Executive Officer may affirm the order of suspension or expulsion or may reinstate such student or otherwise reverse, vacate or modify the order of suspension or expulsion. No student shall be suspended or expelled from any school beyond the current semester, eighty (80) days or for an entire school year, or as otherwise authorized by state law.
4. The hearing officer shall make a verbatim record of the hearing held under the above paragraph. The decision of the hearing officer may be appealed under Chapter 2506 of the Ohio Revised Code of the State of Ohio.



## **SEARCH AND SEIZURE**

East Cleveland City School District recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in unreasonable manner.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, or a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extend of the search will be governed by the seriousness of the alleged infraction and the student's age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the District.

## **Related Transportation Regulations**

Seating assignments may be made by bus personnel or the administration. The bus driver may stop the bus and have a student removed by school administration or local law enforcement for a serious violation of the Code of Conduct and/or violations that are dangerous or extremely disruptive. When a student is determined by a bus driver to have violated the Code of Conduct requirements set forth above or any other bus rules or regulations, the driver shall issue a bus misconduct notice in the student's name to the principal of the building the student attends. The principal or his/her designee shall meet with the student to review the circumstances and facts and the principal shall return the notice or a copy thereof to the Transportation Department, indicating the corrective action taken. Such corrective may include suspension of bus/vehicle riding privileges.

### **AUTHORIZED USE OF DETECTION DEVICES**

In order to better ensure the safety and welfare of all individuals including students who enter any of the East Cleveland City School District's buildings or grounds, the Chief Executive Officer authorizes the use of various detection devices or means including metal detection equipment. Such equipment will be used by District administrators and security forces on the following basis:

1. Reasonable suspension inspection
2. Random whole population inspection.

## **HARASSMENT, INTIMIDATION, BULLYING POLICY**

Adopted November 19, 2007

### **Introduction**

Harassment, intimidation, and bullying of students in the school environment can substantially interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time, on school property, on a school bus, or during any school sponsored event and at the times, and/or places set forth in the Code of Student Conduct, that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or other responsible school employee. All reports of harassment not covered by this policy shall be investigated in accordance with the policies applicable to the particular harassment.

To implement this policy and to address the existence of harassment, intimidation, or bullying in the schools, the following procedures shall be followed:

- A. Students must report acts of harassment, intimidation, or bullying to teachers, district employees, and/or school administrators;
- B. The parents or guardians of students should file written reports of suspected harassment, intimidation, or bullying with the building principal or other appropriate administrator;
- C. Teachers and other school staff who witness acts of harassment, intimidation, or bullying or receive student reports of harassment, intimidation, or bullying shall notify school administrators;
- D. School administrators shall investigate and document any written or oral reports;
- E. School administrators shall notify the custodial parent or guardian of a student who commits acts of harassment, intimidation, or bullying and the custodial parent or guardian of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by O.R.C. §3319.321 and the Family Educational Rights and Privacy Act.

### **1. Definitions of Harassment, Intimidation, or Bullying**

- A. In accordance with this policy, "harassment, intimidation, or bullying" means either of the following:
  - 1. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
    - a. Causes mental or physical harm to the other student; and

- b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or

**1. Violence within a dating relationship**

- A. "Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.
- B. The behavior prohibited by this policy is marked by the intent to ridicule, humiliate or intimidate the victim. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the KKK victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

**3. Conduct Constituting Harassment, Intimidation, or Bullying**

Such conduct can take many forms and can include many different behaviors having overt intent to ridicule, humiliate or intimidate another student. Examples of such conduct include, but are not limited to:

- A. Physical violence and/or attacks.
- B. Taunts, name-calling, and put-downs.
- C. Threats and intimidation (through words and/or gestures).
- D. Extortion or stealing of money and/or possessions.
- E. Exclusion from the peer group or spreading rumors.
- F. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyber bullying"), such as the following:
  - 1. Posting derogatory statements on Websites where students congregate, (Snapchat, Instagram, etc.)
  - 2. Sending abusive or threatening instant messages;
  - 3. Using camera phones to take embarrassing photographs of students and posting them online;
  - 4. Using Web sites to circulate gossip and rumors to other students;
  - 5. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers; and
  - 6. Violence within a dating relationship.

#### **4. Complaint Process**

##### **A. Formal Complaints**

Students and/or their parents or guardians may file reports of conduct that they consider to be harassment, intimidation, or bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action.

Teachers and other school staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed.

##### **B. Informal Complaints**

Students may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witness. A school staff member or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interaction with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate harassment, intimidation, or bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of "harassment, intimidation, or bullying."

#### **5. Deliberately Making False Reports**

Students are prohibited from deliberately making any false report of harassment, intimidation, or bullying. Students found to have violated this prohibition are subject to the full range of disciplinary consequences, up to and including suspension and expulsion.

#### **6. Confidentiality**

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligation to the complainant, alleged harasser, and witnesses, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

## 7. Investigation

- A. The investigator should remember that the investigation requires a balancing of the accused's rights, the complainant's right to an environment free of harassment, intimidation, or bullying, and the Chief Executive Officer's interest in a prompt and fair investigation.
- B. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.
- C. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment, intimidation, or bullying has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment, intimidation, or bullying has occurred.

### 1. Post-Investigation Procedures

- A. Upon conclusion of the investigation, the investigator shall issue a written report. The report shall include a determination of whether the accused was found to have engaged in harassment, intimidation, or bullying, was found not to have engaged in harassment, intimidation, or bullying, or whether the investigation was inconclusive. The report shall be issued to the complainant's parents. A copy of the report shall also be sent to the Chief Executive Officer or his/her designee.
- B. A finding of no harassment, intimidation, or bullying or inconclusive evidence shall end the investigation.
- C. If harassment, intimidation, or bullying is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment, intimidation, or bullying is eliminated for the victim and other individuals affected by the harassment, intimidation, or bullying and to correct its effects on the complainant and others, if appropriate.

### 2. Retaliation is Prohibited

Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. Therefore, filing of a complaint or otherwise reporting harassment, intimidation, or bullying will not reflect upon the student's status, nor will it affect future employment, grades, or work assignments. Further, the administrator is directed to implement strategies for protecting a victim from retaliation following a report.

#### 1. Remedial Actions

Verified acts of harassment, intimidation, or bullying shall result in intervention by the building principal or his/her designee that is intended to assure that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such harassment, intimidation, or bullying behavior will end as a result.

Harassment, intimidation, or bullying behavior can take many forms and can vary in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one prescribed response to

verified acts of harassment, intimidation, or bullying. While conduct that rises to the level of "harassment, intimidation, or bullying" as defined above will generally warrant disciplinary action against the perpetrator of such harassment, intimidation, or bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal.

#### 1. Non-Disciplinary Interventions

When verified acts of harassment, intimidation, or bullying are identified early and/or when such verified acts of harassment, intimidation, or bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassment, intimidation, or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered.

#### 1. Disciplinary Interventions

When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Suspension is a possible consequence for a student found responsible for harassment, intimidation, or bullying by an electronic act.

#### 1. Strategies for Protecting Victims or Other Persons From New or Additional Acts

- A. Supervise and discipline offending students fairly and consistently;
- B. Provide adult supervision during recess, lunch time, bathroom breaks, and in the hallways during times of transition;
- C. Maintain contact with parents and guardians of all involved parties;
- D. Provide counseling for the victim if assessed that it is needed or requested by victim;
- E. Inform school personnel of the incident and instruct them to monitor the victim and the victim's friends or family members and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed;
- F. Check with the victim and the victim's friends or family members to ensure that there has been no new or additional incidents of harassment/intimidation/bullying or retaliation of the victim or other persons from the offender or other parties.
- G. If necessary to protect a person from new or additional acts of harassment, intimidation, or bullying, and from retaliation following a report, a person may make an anonymous report of an incident considered to be harassment, intimidation, bullying, or retaliation by providing written information to any staff member or administrator. The report should include as much information as possible and shall be forwarded promptly to the building principal for review and action.

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when acts of harassment, intimidation, or bullying are verified, other district actions may ameliorate any potential problem with harassment, intimidation, or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

- A. Respectful responses to harassment, intimidation, or bullying concerns raised by students, parents or school personnel;
- B. Planned professional development programs addressing bully/targeted individuals' problems;
- C. Data collection to document bully/victim problems to determine the nature and scope of the problem;
- D. Use of peers to help ameliorate the plight of victims and include them in group activities;
- E. Avoidance of sex-role stereotyping (e.g. males need to be strong and tough);
- F. Awareness and involvement on the part of all school personnel and parents with regards to bully-victim problems;
- G. An attitude that promotes communication, friendship, assertiveness skills, and character education;
- H. Modeling by staff of positive, respectful, and supportive behavior toward students;
- I. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
- J. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere; and/or
- K. Forming harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.

This policy shall appear in student handbooks, and in the publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the District. The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students and their custodial parents or guardians. Information regarding the policy shall be incorporated into employee training materials.

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided annually with age-appropriate instruction on the recognition and prevention of harassment, intimidation, or bullying, including discussion of the consequences of violating this policy, and their rights and responsibilities under this and other District policies, procedures, and rules at student orientation sessions and on other appropriate occasions.

A school district employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy adopted pursuant to this section if that person reports an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures as specified in the policy.

The District administration shall annually send to each student's custodial parent or guardian a written statement describing this policy and the consequences for violating it. The administration shall semi-annually provide the president of the Board a written summary of all reported incidents and post the summary on the District's website to the extent permitted by state and federal student privacy laws.

LEGAL REFS: O.R.C. §§3313.666; 3313.667 Adopted: August 12, 2014

## **BULLYING/HARASSMENT COMPLAINT FORM**

Date of Notification \_\_\_\_\_

### **PARENT/STUDENT COMPLAINT FORM (BULLYING/HARASSMENT)**

Alleged Victim \_\_\_\_\_

Parent of Alleged Victim \_\_\_\_\_

Parent Contact Info \_\_\_\_\_

Check **ALL** that apply:

I (or my child) was bullied and/or harassment by a student or group of students.

List the name(s) of the student(s) who you allege participated in this conduct (attach a list if necessary):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

The bullying and/or harassing conduct was:

Written

Verbal

Expressed through electronic means

Physical Conduct

The above-referenced conduct happened:

During regular school hours

During participation in extracurricular/after-school activity

While on school property

While attending a school-sponsored or school-related activity

In a bus or vehicle operated by the District

Outside regular school hours and off school property

The above-referenced conduct had or may have the effect of:

Physical harm

Damage to property

Fear of harm

Fear of damage to property

Intimidation

Abuse

Threat

The above-referenced conduct has occurred how many times:

This is the first occurrence

More than once

Continually

Please indicate a time frame if applicable

\_\_\_\_\_



**Parent/Student Statement:**This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

---

**Date**

---

**Date**

**TO: ALL STUDENTS, PARENTS, AND EMPLOYEES OF THE EAST CLEVELAND CITY SCHOOLS**

In compliance with the rules and regulations of **TITLE IX, TITLE VI** and **SECTION 504**, students, parents, employees, and the community are hereby notified that it is the policy of the East Cleveland City Schools that no person shall, on the basis of sex, race, color, national origin, and/or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational programs or activities, admission policies, or employment practices under its auspices.

Students, parents, or employees who have a grievance should follow the established procedures posted in the offices of all schools in the system.

The East Cleveland City School District's Compliance Officer is Mrs. Andratesha Fritzgerald. Inquiries or requests for information should be directed to:

**Mrs. Andratesha Fritzgerald**  
Director of Human Resources  
1843 Stanwood Road  
Cleveland, OH 44112-2707  
216-268-6581

**IT IS THE POLICY OF THE EAST CLEVELAND CITY SCHOOL DISTRICT THAT EDUCATIONAL ACTIVITIES, EMPLOYMENT PROGRAMS AND SERVICES ARE OFFERED WITHOUT REGARD TO RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, DISABILITY OR AGE.**

## **TITLE IX — TITLE VI — SECTION 504**

### **GRIEVANCE PROCEDURES — STUDENTS**

Grievances regarding discrimination in admissions, employment, treatment, physical education, access to counseling and courses, athletics, class assignment, Career-Technical Education and work study programs, based upon sex, race, color, national origin, and/or handicap, or related to marital or parental status, should be resolve through the following channels:

Parents should be consulted concerning the validity of your grievance. It is understood that students 18 years of age and older may consult parents or act independently.

Make an appointment in writing with your counselor to discuss your grievance.

If the problem is not resolved, request, in writing, an appointment with the building principal to discuss the matter.

If the matter is not resolved to your satisfaction, submit, in writing, your grievance to the compliance officer. The compliance officer will make the necessary arrangements for you to present your grievance to the grievance committee.

You may expect the finding of the committee within ten (10) days after hearing your appeal.

The action of the grievance committee may be appealed, in writing, within thirty (30) days to the Chief Executive Officer of Schools

If the complainant is still not satisfied, the complaint is to be forwarded to the U.S. Department of Education, Region V, Office for Civil Rights, Plaza Nine Building/Room 222, 55 Erieview Plaza, Cleveland, Ohio 44114.

**IT IS THE POLICY OF THE EAST CLEVELAND CITY SCHOOL DISTRICT THAT EDUCATIONAL ACTIVITIES, EMPLOYMENT PROGRAMS AND SERVICES ARE OFFERED WITHOUT REGARD TO RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, DISABILITY OR AGE.**

## **GLOSSARY OF TERMS**

### **ASSAULT**

Cause or attempt to cause serious physical harm to another and/or cause or attempt to cause physical harm to a school official.

### **WEAPONS**

The possession, handling, transmission, concealing, or ready access to a dangerous weapon or any instrument/object capable of harming another person (including but not limited to: chains, brass knuckles, scissors, mace, pepper spray, etc.).

### **DANGEROUS WEAPONS (FIREARMS, KNIVES, BRANDISHED COUNTERFEIT FIREARMS)**

The Chief Executive Officer is committed to providing the students of the District with an educational environment that is free of the dangers of firearms, knives, and other dangerous weapons.

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 weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921), which includes any explosive, incendiary, or poisonous gas; bomb, grenade, 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. A knife is defined as a cutting instrument having a sharp blade.

Unless a student is permanently excluded, the Chief Executive Officer, shall expel a student from school for a period of one year for bringing a firearm or knife to a school operated by the Chief Executive Officer or onto any other property owned or controlled by the Board, or for possessing a firearm or knife at a school or on any other property owned or controlled by the Board, which firearm or knife was initially brought onto school property by another person, except that the Chief Executive Officer may reduce the requirement on a case-by-case basis in accordance with this policy. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period, include the student's mental and/or physical characteristics or conditions; 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.

A student is suspended, expelled, removed or permanently excluded from school for misconduct involving a firearm or knife also loses his/her driving privileges. The District must notify the county registrar and juvenile judge within two weeks of the suspension, expulsion or permanent exclusion.

The Chief Executive Officer 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.

The object is indistinguishable from a firearm, whether or not the object is capable of being fired.

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.

For 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 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.

#### **ARSON**

Cause or create risk of harm to persons, and/or any property of another, by means of intentional setting of fire or explosion.

#### **CONTROLLED SUBSTANCES – SELLING & DISTRIBUTING AND/OR POSSESSING**

Possession, handling, transmission, concealing or selling any alcoholic beverage, marijuana, narcotic, controlled substance (as defined by Ohio Revised Code 2925.01) or any substance that may cause physical or mental change without legal authorization, including controlled substances contained in any vape/vapor device.

#### **SEXUAL ASSAULT**

Engage in any sexual activity with another without his/her consent or when the victim does not have the ability to appraise the situation or cause another to participate in sexual activity without his/her consent.

#### **FALSE ALARMS / BOMB THREATS**

Cause or attempt to cause a false alarm or bomb threat; damage or tamper with a fire alarm or other emergency notification equipment; and/or initiate or circulate a report or impending fire, explosion, crime or other catastrophe knowing it is false.

#### **EXPLOSIVES**

Possession, handling, transmission, concealing or use of any explosive device or substance which can be used as an explosive (fireworks, caps, firecrackers, homemade bombs, etc.).

#### **SERIOUS VANDALISM**

Purposely cause or attempt to cause damage to private or school property whereby destruction or defacement of property is over \$150.00.

#### **BURGLARY / BREAKING AND ENTERING**

By means of force, stealth or deception enters onto school property or unauthorized area.

#### **ROBBERY**

Take another person’s money or property by force or harm, or by threat of or harm.

#### **MAJOR THEFT**

Take or attempt to take the money or property of another (valued over \$250.00) – without consent of the owner or authorized person to give consent.

#### **EXTORTION / COERCION**

Obtain or attempt to obtain another person's property, services or valuable benefit by threat or coercion, expressed or implied. Expose or threaten to expose any matter tending to subject any person to hatred, contempt or ridicule.

#### **EMBEZZLEMENT**

Take money or property for one's use when it is entrusted to the person for another purpose (example – treasurer of an organization uses the organization's money for himself/herself).

#### **CONTROLLED SUBSTANCES / ALCOHOL USE, UNDER THE INFLUENCE**

Use, consume or be under the influence of any alcoholic beverage, marijuana, narcotic, dangerous drug, controlled substance (as defined by Ohio Revised Code 2925.01) or any unauthorized or controlled substance on school property or at any school function, including controlled substance(s) that are contained in a vape/vapor device. (See also Alcohol Use by Students/Student Drug Abuse District Policy and Procedures Manual.

#### **VERBAL OR WRITTEN ASSAULTS / THREATS**

Willful intimidation or threats of harm to another's person, family or property; causing mental distress to other persons.

#### **AIDING AND ABETTING**

To aid and/or encourage another who is violating a Category 1

#### **HAZING**

To persecute or harass with meaningless, difficult, or humiliating tasks or to initiate by exacting humiliating performances from, or playing rough practical jokes upon another; causing or creating substantial risk of causing mental or physical harm to any person. Students and all employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

#### **GANG POLICY VIOLATIONS**

Violations of East Cleveland City School Gang Policy (See East Cleveland City Schools' Policy and Procedures Manual).

#### **TOBACCO USE / POSSESSION**

Any smoking or possession of cigarettes or other tobacco substance, including vape/vapor devices in school building or school grounds or during school sponsored activities.

#### **COUNTERFEIT WEAPONS**

Counterfeit weapons, such as toy guns, starter guns, etc., or any items that simulate real/actual weapons, the possession, handling, transmission or concealing of such a counterfeit weapon is prohibited.

#### **GAMBLING / GAMBLING DEVICES**

Engaging in any unauthorized game of chance or contest wherein money or items of value are wagered or being in possession of gambling devices such as, but not limited to dice, playing cards, electronic games, etc.

Knowingly receiving any funds directly or indirectly procured from gambling activities.

#### **SEXUAL MISCONDUCT**

Any sexually suggestive behavior which disrupts the educational process.

#### **PUBLIC INDECENCY**

Recklessly exposing his/her private parts or masturbating, engaging in sexual intercourse, engaging in intercourse appearing to an ordinary observer to be sexual intercourse or masturbation.

#### **INTIMIDATION/HARASSMENT / BULLYING**

Forcing another person to do something against his/her will by threats to destruction of reputation, coercion. Willfully engaging in activities that are known to make another feel fearful. (See District's Intimidation, Harassment and Bullying Policy included herein.)

#### **MINOR VANDALISM**

Causing or attempting to cause damage to private or school property whereby destruction or defacement of property is \$250.00 or less.

#### **MINOR THEFT**

Taking or attempting to take the property of another without consent of the owner or authorized person.

#### **CHRONIC FIGHTING**

Repeated violations of Student Code of Conduct fighting offenses.

#### **FALSE REPORTING OF A SERIOUS MATTER**

Communication of false information with the intent to create a threatening or dangerous situation Failure to communicate information vital to the prevention of a serious or dangerous situation when asked.

Causing / initiating or circulating any false alarms, inducing panic that may cause inconvenience or alarm and the evacuation of a public place.

#### **COUNTERFEIT CONTROLLED SUBSTANCES**

The Ohio Revised Code makes it illegal to sell, possess, or deliver controlled substances. In as much as the possession or sale of counterfeit controlled substances is harmful to the maintenance of health, safety and discipline of the school district, such sale or possession is subject to school discipline. A counterfeit controlled substance is defined as:

- A. Any drug that bears, whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trade mark, trade name or identifying mark.
- B. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured processed, packed or distributed.
- C. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
- D. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distributing, or the price for which it is sold or offered for sale.

E. No person shall knowingly possess any counterfeit controlled substance nor shall any student knowingly make, sell, offer to sell, give, package, or deliver a counterfeit controlled substance.

No person shall directly or indirectly represent a counterfeit controlled substance by describing either with words or conduct, its effect as being the same, or similar to the physical or mental effects associated with the use of a controlled substance.

No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.



**TRESPASSING**

Being in a school building or on school grounds or unauthorized school area without permission or while under suspension or expulsion.

Negligently failing or refusing to leave school building or grounds upon being notified to do so by owner or occupant, agent, servant, and/or authorized persons.

**CHRONIC OFFENDER/REPEATED VIOLATIONS IN CATEGORIES 3 AND 4**

Multitude of Student Code of Conduct violations, during the same school year, which create a pattern of serious misconduct.

**IMPROPER USE OF SCHOOL COMPUTER NETWORK/INTERNET –**

Offenses of this policy such as obscenities, use without signed consent, etc. are Category 3 or 4 offenses. **Note:** Violations of the School Computer Network/Internet Policy such as threats, vandalism, other illegal activities, etc. are Category 1.

**INSUBORDINATION / FAILURE TO COMPLY**

Refusal to comply with school rules or reasonable directives of authorized school personnel.

**GROSS DISRESPECTFULNESS**

Extreme offensive behavior toward students, board employees, school visitors or adults in authoritative roles that interferes with the educational process.

The use of oral, written or non-verbal expressions of profane and obscene acts.

**FIGHTING AND INCITING VIOLENCE**

1. Physical conflict or encouraging others to engage in physical conflicts and/or engaging in food fights.
2. Disorderly conduct with the intent to facilitate violence.

**ENDANGERING SELF OR OTHERS**

Actions which put the health or safety of oneself or others in jeopardy.

Failure to follow safety regulations of school or classroom in use of tools or equipment in any activity or utilize equipment, tools, etc. recklessly or in a manner to violate District's Student Safety Policy.

**DISRESPECTFULNESS**

Offensive behavior toward students, Board employees, school visitors or adults in authoritative roles that interferes with the educational process.

**FORGERY**

Fraudulent reproduction of the signatures of parents, staff or other persons and/or utilizing documents that have been forged or altered and/or selling or distributing documents that have been forged.

**PLAGIARISM**

Intentionally copying and/or submitting the work of another as one's own.

**FAILURE TO IDENTIFY ONESELF / STUDENT ID BADGES**

1. Refusal to identify oneself on the request of Board employees, visitors, or adults in authoritative roles.
2. Failure to wear student identification badge properly.
3. Defacing student identification badge.
4. Use of another student's identification badge.

**LEAVING CAMPUS**

During the school day, students are not permitted to leave campus at any time without permission from the proper school authorities.

**FAILURE TO DISPERSE**

Failure to move out of vicinity where any school official orders persons in a vicinity whose presence creates a likelihood of physical harm to persons/property or is causing public inconvenience, annoyance or alarm or is interfering with school official's ability to conduct school business or enforce Student Code of Conduct.

**THROWING OBJECTS**

Throwing any objects that may cause damage, present a safety hazard, disrupt class, or incite hostility such as snowballs, water, water balloons, food, writing utensils, etc.

**AIDING AND ABETTING – MINOR**

To aid and/or encourage another who is violating any Category 3 or 4 offense or school / classroom rules.

**Failure to follow Class/School rules such as but not limited to:****LITTERING**

Throwing paper, trash or other materials on the floor, inside school buildings or grounds.

**HALL PASS**

All students in the halls during classes must have a pass from a teacher, nurse, administrator, or support staff person. Hall sweeps and lockouts may be used at the discretion of the administration to enforce this rule.

**LYING**

Having knowledge of events and/or people but when questioned deliberately giving false information.

**CHEATING**

Using, submitting or attempting to obtain data or answers deceitfully.

**INAPPROPRIATE DISPLAY OF AFFECTION**

To knowingly touch private areas of another's body, including but not limited to kissing and caressing with consent of the other person.

**ATTENDANCE POLICY VIOLATIONS**

Violations include: Failure to check into school properly when tardy or absent, truancy, class cutting, tardiness to class or school.

**UNAUTHORIZED AREA**

Students are prohibited from entering or gathering in unauthorized areas (ex. Teachers lounges, boiler room, unattended classrooms, etc.).

**FAILURE TO FOLLOW DIRECTIONS DURING FIRE DRILLS OR OTHER EMERGENCY DRILLS OR INCIDENTS**

Students are to remain with assigned teacher during all fire or other emergency drills. Students are to immediately exit the building quickly according to regulations for fire drills and quietly follow directions of staff. Evacuation of the building is not complete until all students are evacuated to the roadside sidewalk. Students are not to remain near the building during any tornado drill. Students are to abide by all regulations for these procedures.

**UNAUTHORIZED FUNDRAISING**

Selling items that are not part of an officially sanctioned school fundraiser.

**LUNCHROOM REGULATION VIOLATIONS**

Failure to adhere to any of the school's lunchroom regulations.

**INAPPROPRIATE DRESS**

Any dress that is unclean, hazardous to one's safety or the safety of others, or distracts from the educational process or is in violation of Board Policy in accordance with Board Administrative Policy: Student Dress Code Policy adopted January 10, 2000.

**PARTICIPATE IN DISRUPTIVE BEHAVIOR SUCH AS BUT NOT LIMITED TO:****YELLING**

Intentionally calling in a loud voice in order to gain another's attention.

**NAME CALLING**

Calling another person a derogatory name or making derogatory statements about a person which may disrupt the educational process. Examples include, but are not limited to, racial or gender slurs, put downs, etc.

**POSSESSION OF ELECTRONIC DEVICES, CELL PHONES, VIDEO CAMERAS, DRONES, AND ANY ELECTRONIC DEVICES**

1. Students are not to bring tape recorders, radios, cell phones, pagers, beepers, walkmans, iPods, iPads, or other electronic devices to school without prior approval from administrative staff.
2. Violating District Policy: Use of Electronic Communications Equipment by Students.

**TANTRUMS / DISORDERLY CONDUCT**

Continuously and intentionally making noise or acting in a manner so as to interfere with a teacher's or other's ability to conduct a class or extracurricular activity.

## **GANG POLICY**

The East Cleveland City School District recognizes that for effective education to take place the system must provide a safe environment in which learning can take place. The presence of gangs and individuals associated with gangs within a school disrupts that environment by threatening the safety and welfare of the students, staff and visitors in the school building and causing disruption to the academic process. The maintenance of an orderly and safe school environment requires certain rules and regulations. Certain behaviors are inappropriate and unacceptable and when a student acts inappropriately, he/she must accept the consequences of that behavior.

As a result of these beliefs, the East Cleveland City School District bans all gangs, gang activities, gang insignia and paraphernalia and individuals associated therewith from school buildings and property at all times. The goal of this ban is to provide a safe and healthy environment for all of the system's students, staff, and visitors.

### **DEFINITION**

A gang is a non-school sponsored group and/or club, which exists without sponsorship of any recognized adult, community or civic organization, whose purpose and practices include the commission of illegal acts, violation of school rules, establishment of territory or "*turf*," or any actions that threaten the safety or welfare of others, and/or have been identified by a law enforcement agency as being involved in criminal and anti-social behavior or activities.

### **INSIGNIA AND PARAPHERNALIA**

Gang insignia or paraphernalia, as identified by police or another reliable authority, may not be worn or carried by any student on school grounds at any time. This includes:

- ☐ Jackets, headbands, shirts, or other clothing that have come to be identified with a gang;
- ☐ Medallions or other jewelry with identify gang members or which have come to represent a gang.

Students observed wearing or carrying gang insignia or paraphernalia will be asked once to remove or dispose of it immediately. Those who do not obey are in violation of this regulation and will be immediately ejected from school grounds until such time as the offensive insignia or paraphernalia are either removed or disposed of. Such student(s) may return to school grounds only if accompanied by a parent or guardian.

Students who refuse to remove or dispose of the insignia or paraphernalia will be suspended. A repetition of this offense may result in expulsion.

### **GRAFFITI**

Any student discovered to have been responsible for gang graffiti on school buildings or property will be expelled and prosecuted to the fullest extent of the law.

Parents and students will be held liable for the damage and are responsible for paying any costs of having the damage professionally removed or repaired.

## **ATTACKS**

Students who participate in a gang-related attack upon the person of a student or students or school employees during school hours, on the way to or from school, at any school-sponsored event, or (in the case of a school employee) at any time if connected with the employee's school responsibilities, will be immediately suspended and will likely be expelled.

Students involved in a gang-related attack will be prosecuted for the assault to the fullest extent of the law.

Threats of attack will be considered as an attempt to intimidate and may result in suspension or expulsion.

## **MEETINGS**

Gangs are not permitted to meet or congregate on school grounds at any time. Such meeting or congregating is contrary to the purpose of an educational institution and will be considered as trespassing.

## **TRESPASSERS WILL BE PROSECUTED.**

Students found to be congregating or meeting with gangs on school grounds are subject to suspension or expulsion.

## **RECORDS**

A record of all known gangs and members of such gangs will be compiled and held by school personnel. These lists will regularly be shared with law enforcement officials.

Any student known to be a member of a gang will be barred from representing the schools as a member of an athletic team or as a participant in extra-curricular or co-curricular activities until the gang membership is renounced by the student.

## **RECRUITING**

Any student found to be recruiting a student for a gang membership or threatening a student for either not joining a gang or wishing to withdraw from a gang shall be suspended and may be expelled.

## **WEAPONS**

Lockers, book bags, gym bags, coats or jackets or other containers which are brought into the school may be searched at any time by school personnel should they suspect the presence of a weapon, mace, tear gas, or other chemical weapon.

Students found to have such a weapon on school grounds at any time will be expelled. Such students will be prosecuted to the fullest extent of the law.

Posted notice of this policy is required in all school buildings. As student handbooks are published, they are to include this policy with specific examples where applicable.

**Adoption Date: 1997**

# **100% TOBACCO FREE SCHOOLS POLICY**

*ADOPTED MARCH 14, 2016*

The East Cleveland Board of Education has a duty to protect and promote the health and well-being of all students and staff. The Board is acutely aware of the serious health risks associated with the use of tobacco products; both to the users and non-users, and that most tobacco use begins by the age of eighteen. The Board recognizes that district personnel and school visitors serve as role models to students and, therefore, adopts this 100% Comprehensive Tobacco-Free School Policy to endorse a healthy lifestyle and prevent tobacco use.

## **DEFINITION**

For the purpose of this policy, "tobacco product" is defined to include any product that contains tobacco, is derived from tobacco or contains nicotine [or lobelia], that is intended for human consumption, or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, or ingested by any other means. The term "tobacco products" includes e-cigarettes and other electronic smoking devices, but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce and eliminate nicotine or tobacco dependence.

## **TOBACCO USE PROHIBITED**

No student, staff member, volunteer, or school visitor is permitted to use tobacco products at any time, including non-school hours, in or on East Cleveland City School District property, including:

In any building, facility, or vehicle owned, leased, rented, or chartered by the school district; and

On school grounds, athletic grounds or parking lots; and

At any school-sponsored or school-related event, whether such event occurs on-campus or off-campus.

## **TOBACCO POSSESSION PROHIBITED**

Students are not permitted to possess any tobacco products, papers used to roll cigarettes, or lighters on any school property at any time.

## **TOBACCO PROMOTION PROHIBITED**

Tobacco advertising is prohibited on school grounds, in all school-sponsored publications and at all school-sponsored events. Promotional items that promote the use of tobacco products, including clothing, bags, lighters and other personal articles, are not permitted on school grounds, in school vehicles or at school-sponsored events. The school district will not accept any form of contribution including, but not limited to, financial support, gifts (such as curriculum, book covers, speakers, etc.) or in-kind support from the tobacco industry for the sponsorship or promotion of any event or activity affiliated in any manner with the school district or located on school district grounds.

## **NOTICE**

Appropriate signs indicating that tobacco use is not permitted will be posted throughout the district at entrances and other appropriate locations on all academic buildings, administrative spaces, parking lots and athletic fields. Students will be provided notice of this policy through student handbooks and district personnel will be provided notice of this policy through personnel handbooks. District vehicles will display the international No Smoking" insignia. Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions where deemed appropriate. School programs will include a written reminder of the tobacco free policy. The tobacco free policy will be provided to the parents and guardians of all students at the beginning of each academic year.

## **EDUCATIONAL REINFORCEMENT**

Tobacco-use prevention education shall be closely coordinated with other components of the school health program. Staff responsible for teaching tobacco-use prevention education shall have adequate pre-service training and participate in ongoing professional development activities to effectively deliver the education program. Preparation and professional development activities shall provide basic knowledge about the effects of tobacco use and effects of peer pressure on tobacco use combined with effective instructional techniques and strategies and program-specific activities.

## **OPPORTUNITIES FOR CESSATION**

The administration will consult with the county health department and other appropriate health organizations to provide students and employees with information and access to support systems, programs and services to encourage them to abstain from the use of tobacco products.

## **ENFORCEMENT**

Disciplinary measures taken against students and staff for violations of this policy need to comply with requirements of Ohio law, related district policies, and labor contractual agreements.

Disciplinary actions may be taken against school visitors found in violation of this policy and may include a verbal notification of the policy for the first offense, and removal from the school property or school activity if off-campus for all subsequent offenses.

## **EXEMPTION**

Possession of tobacco products is allowed solely for educational programs aimed at reducing the use of tobacco products. Such possession requires advance approval from the school principal or other designated school administrator.

## **LEGAL REFERENCES**

Pro-Child Act of 1994, 20 U.S.C. § 6081 Et seq. (1994)

Ohio REV. CODE ANN. §§ 3313.20, 3313.447, 3313.751, 3791.031, 3794.01

## **ACCESS RIGHTS – CUSTODIAL/NON-CUSTODIAL PARENT(S) POLICY**

By statute, a non-custodial parent, just as a custodial parent has the right to access and receive copies of school records and information, to attend parent-teacher conferences and to be informed about their child's welfare, progress and status. This would include, but not be limited to, access to school records, notification of school events, attendance at parent-teacher conferences, attendance at individual education program meetings, etc. The only exception to this rule is where access by the non-custodial parent is specifically limited or prohibited by court order.

The law generally allows access by both the custodial and non-custodial parent. The school district cannot restrict the rights of the non-custodial parent without notice of a court order providing otherwise. The custodial parent should be responsible for advising the school building and/or school district when a court has issued an order limiting or restricting access by the non-custodial parent and provide a copy of the order to the school building and/or school district. The parent should further be responsible for providing a copy of any revised orders that affect custody or visitation. If presented with such an order, the building principal and all other administrators, teachers or other persons who have supervision of the child or the child's records should be made aware of the order.

In the event the non-custodial parent has visitation rights such that he or she will pick up the child from school, the school should be informed of this order and be provided a copy of the order before allowing the child to leave with the non-custodial parent without the consent of the custodial parent.

### **CUSTODY**

The school office needs to be notified of any changes in the status of custody of each child. Children will only be released to the legal guardian noted on the enrollment form unless the office has been notified of other arrangements by the custodial parent(s)



# **SUPPORT SERVICES FOR STUDENTS**

## **STUDENT SUPPORT PERSONNEL**

There are a number of support personnel who, individually and collectively, provide services for children and information for parents and teachers to help in planning the student's regular and/or special education program. They include:

### **SCHOOL PSYCHOLOGIST**

The School Psychologist is available to consult with teachers and parents regarding the behavior and performance of individual children, as well as to administer psycho-educational evaluations for referred students.

### **SPEECH AND LANGUAGE PATHOLOGIST**

The Speech and Language Pathologists does hearing, speech, and language screenings, individual speech and language evaluations for referred children, and ongoing speech and language therapy for identified children.

### **SCHOOL GUIDANCE COUNSELOR**

The School Guidance Counselor is available to consult with teachers, parents, and children regarding behavior and performance.

### **SCHOOL NURSE**

The School Nursing Services include immunization compliance, health appraisals, health screenings, control of infectious disease, first aid, emergency care, medication administration, and the encouragement of the corrections of health problems.

## **HANDICAPPED STUDENT SERVICES**

Special education provisions are made for those students identified through formal evaluation as handicapped. Instruction is offered for children who are

- Developmentally handicapped · Hearing handicapped
- Multiple handicapped · Orthopedically other health handicapped
- Severe behaviorally handicapped · Specific learning disabled
- Speech/hearing handicapped · Visually handicapped

Qualifications for these programs are arranged through the Special Education Department.

# **EAST CLEVELAND CITY SCHOOL DISTRICT**

## **HOMELESS POLICY**

Children who meet the Federal definition of “homeless” will be provided a free and appropriate public education in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. No homeless student will be denied enrollment based on a lack of proof of residency. No Board policy, administrative guideline, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

Homeless students will be provided services comparable to other students in the District including:

- A. Transportation services;
- B. Educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, and educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- C. Programs in vocational and technical education;
- D. Programs for gifted and talented students; and
- E. School nutrition programs.

The Chief Executive Office will appoint a Liaison for Homeless Children (*Pupil Personnel Services*) who will perform the duties as assigned by the Chief Executive Office. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provisions of education and related services to homeless children and youths.

## **LEGAL NOTICES**

### **ANNUAL NOTICE REGARDING SCHOOL RECORDS**

The “*Federal Family Rights and Privacy Act of 1974*” requires school systems each year to inform parents of students under 18 years of age and students 18 years of age or older of certain provisions of this Act.

The school maintains a cumulative record of the educational development of every student. This record, or educational folder, contains items such as grades, test scores, and other data that are collected to help in developing the best educational program for an individual student.

You have the right to have access to and review of these student records. A written request to review student records is necessary. The school will then arrange a time for a record review at a mutually convenient time. A school staff member will be present to answer questions and provide explanations.

You also have the opportunity to review and question the content of a student’s educational record. If your questions are not answered, or should you question the accuracy or appropriateness of any material found in the record, you may request a hearing in which a formal review of the material in question will take place. Each side will have a fair opportunity to present its viewpoint during this review.

You are assured that confidential records will not be released without prior written parental consent for students under 18 or without prior written consent of students 18 years of age or older. There are a few exceptions to this requirement, such as intra-school record use or responding to a judicial order. School records will also be shared with a school system to which a student is transferring.

“Director Information” such as age, weight, height, grade, address, telephone number, and other routine data may be furnished without written permission, unless an individual requests that such information be withheld.

East Cleveland School District parents should call the Pupil Personnel Services Department (268-6634) or the principal of their child’s school for more information.

### **CHANGE OF ADDRESS**

Change of address must be reported to the school and proof of the new address provided. Failure to do so may result in the withdrawal of the student.

## IDENTIFICATION OF SPECIAL NEEDS CHILDREN

The East Cleveland City School District is attempting to identify all unserved handicapped children from birth through 21 years of age.

Ultimately, it is the goal of the East Cleveland City School District to assure that appropriate educational programs and services are provided for all eligible handicapped children in our school district within the limits of local, state, and federal funding.

If you have a child with a suspected handicap, please contact the Administrator of Special Education, Mrs. Courtney Jones, 1843 Stanwood Road, East Cleveland, OH 44112, phone 268-6474.

### **CONFIDENTIALITY**

All personally identifiable information gathered on handicapped or suspected handicapped children and youth shall be stored, disclosed, retained, and destroyed in compliance with Board of Education Policies, the Family Rights and Privacy Act, and Ohio Revised Code, Section 3301-15-16, Standards for Due Process and Procedural Safeguards. Written parental consent shall be obtained before personally identifiable data is used for any purpose other than making educational decisions regarding identification of the child.

### **RELEASE OF INFORMATION TO THE MEDIA**

The East Cleveland City School District uses photographs of students for publication and visual productions. Also, local media frequently want to interview and photograph students for educational stories.

If you do not wish to have your child's photograph used, please notify the building principal in writing. This written notification should include the following: (a) student's name; (b) student's address; (c) parents/guardian's name; and (d) telephone number.

# **LUNCH PROGRAM RULES AND REGULATIONS**

## **PROCEDURES AND RULES**

1. Students are to line up in an orderly fashion in the hallways in the appropriate place and stand quietly until the class is called forward by the Lunch Director.
2. Go to and eat at assigned tables.
3. Talk in a low and normal voice.
4. Eat only the food on your tray.
5. Observe proper table manners (*no throwing food or touching another person's food*).
6. No one may leave the cafeteria, or get out of their assigned seats without permission.
7. No fighting and/or kicking.
8. Students are not to waste food or milk. All food is to be finished or properly disposed of before leaving the lunchroom. No food is to go back to the classroom.
9. Respect the authority of all Cafeteria Aides and personnel.
10. If your child becomes a discipline problem in the lunchroom, we will have no alternative but to send him/her to the principal's office.

The same rules apply to the Breakfast Program (8:05 a.m. — 8:30 a.m.)

## **PACKED LUNCH PROCEDURES**

Children may bring a lunch from home. Milk may be purchased daily. A metal and/or plastic lunch box with the child's name on it is required — no brown bags please. This helps keep the lunch fresher and eliminates insects. No soft drinks or sodas should be brought to school. No glass thermos bottles or containers should be sent to school. Children are not permitted fast foods.

## **BREAKFAST / LUNCH PROGRAM**

Breakfast and lunch cost will be provided to students based on each lunch application. Students may purchase ala carte items.

**IT IS OF VITAL IMPORTANCE THAT PARENTS/GUARDIANS COMPLETE AND RETURN BREAKFAST / LUNCH APPLICATIONS.**

## **SCHOOL PHOTOGRAPHS**

Each year the East Cleveland City School District contracts for a commercial photography studio to take school photographs and to provide families with the option to purchase student pictures at a reasonable price. Specifics and price information are supplied to parents by each respective school.

## **PARENT TEACHER ORGANIZATION**

The East Cleveland City School District is a member of the Ohio Parent Teacher Organization (PTO) and National PTO. The PTO is a task force oriented group. Volunteers take an active part in working for and with the schools in finance, legislation, health, safety, and related matters in our community. The entire school district is proud of the many services PTO provides our families.

We hope to have an active and supportive PTO. The objective of the PTO is to promote communication between parents and teachers. This organization is established to assist the schools in providing good educational opportunities for the children and build constructive relationships with parents.

**TO THIS END, PARENTS ARE ASKED TO SUPPORT THE PARENT TEACHER ORGANIZATION**

For further information about the PTO, please contact your school's office.

## **SCHOOL VOLUNTEERS**

Many schools programs rely upon the participation and support of parents and other school volunteers. School volunteers provide one-on-one tutoring, assist with small group projects or special events, and serve as library aids, classroom assistants, and clerical aides. The East Cleveland City School District welcomes and encourages the support of the "extended family" of relatives, neighbors, and friends who serve as school volunteers on either an occasional or a regular basis. Contact the school if interested. School volunteers are required to have BCI/FBI background checks.

## **MESSAGES**

Due to the volume of calls coming into the school office during the day, we are unable to deliver messages to students.

# **EAST CLEVELAND CITY SCHOOLS**

## **BOARD OF EDUCATION**

Dr. Henry Pettiegrew II  
*Chief Executive Officer & Superintendent*



## **BOARD OF EDUCATION MEMBERS**

Dr. Una H. R. Keenon, *President*  
Ms. Eve Lynn Westbrooks, *Vice President*  
Dr. Mary E. Rice  
Mr. Vernon Robinson  
Ms. Stephanie Stedmire-Walls  
Mrs. Diana C. Whitt, *CFO/Treasurer*

## **ACADEMIC DISTRESS COMMISSION MEMBERS**

Dr. Tachelle Banks  
Ms. Belinda Kyle  
Rev. Stanley Miller  
Mr. Michael Schoop  
Mrs. Karen Winston-Carpenter

The East Cleveland City School District does not discriminate on the basis of race, color, creed national origin, age, handicap or sex. The policy of equal opportunity governs every aspect of the district's operations and activities including educational program employment.