

EAST CLEVELAND CITY SCHOOLS PARENT/STUDENT HANDBOOK VERIFICATION

- Uniform Discipline Code
- 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.

A young boy with short hair is looking intently at a book in a library. He is wearing a light green jacket. The background is filled with bookshelves containing various books of different colors and sizes. The text "East Cleveland City School District" is overlaid on the top portion of the image.

East Cleveland City School District

Elementary School Student Handbook

2015-2016 School Year

TABLE OF CONTENTS

	Page
Schools/Important Phone Numbers	1
School Calendar.....	2
Student/Teacher Days.....	3
Curriculum Nights	4
Curriculum Night / Parent Teacher Meeting Night	5
School Day	6
Philosophy of East Cleveland City Schools	7
Mission / Core Values / Vision.....	8
Continuous Improvement Plan/ Goals.....	9
Parental Involvement Policy.....	10
Title I Parent Participation Policy.....	11
Title I Parent Involvement Committee	12
Enrollment & Withdrawal of Students	13
Transfers Out – Out of District.....	14
Attendance and Tardiness Policy.....	15
Field Trip Policy	16
Transportation	16
Reporting Student Progress	17
Parent-Teacher Conferences.....	17
Purposes of Parent-Teacher Conferences	17
Mid-Progress Report.....	17
Report Cards.....	17
Withholding Report Cards.....	17
Honor Roll	17
Merit Roll	17
Grading Policy.....	18
Guidelines for Grading Reporting K-6.....	18
Student Testing	18
2015-2016 Testing Schedule	19
Retention Policy	20
Access Rights – Custodial / Non-Custodial Parent(s) Policy.....	21
Homework Policies and Guidelines.....	22
Homework – Out of School Assignment.....	23
Grade Level Homework Policy – Kindergarten	24
Grade Level Homework Policy – First Grade	25
Grade Level Homework Policy – Second Grade.....	26
Grade Level Homework Policy – Third Grade.....	27
Grade Level Homework Policy – Fourth Grade.....	28
Grade Level Homework Policy – Fifth Grade.....	29
Grade Level Homework Policy – Sixth Grade	30
Ohio Department of Education – Content Standards	31
Technology Acceptable Use Policy.....	32
Internet Terms and Conditions	33
Technology Acceptable Use Policy User Agreement.....	34
Student-Parent-Teacher- Administration Agreement.....	35-36
School Visitors	37
Emergency Procedures	38
Immunization Requirements.....	39
Administering Medicine to Students	40

	Page
Special Bulletin for Sixth Grade Parents	41
Uniform Dress Code (Campus Wear).....	42-43
Consequences Relative to Campus Wear Policy	44
Electronic Communication Devices Usage Policy	45
East Cleveland City School District’s Sex Discrimination and Sexual Harassment Policies	46-50
Uniform Discipline Code.....	51-68
Bullying Policy	69-75
Gang Policy	76-77
Custody	78
Support Services for Students.....	79
Homeless Policy	80
Legal Notices – Annual Notice Regarding School Records.....	81-82
Title IX, Title VI and Section 504	83
Grievance Procedures – Students	84
Identification of Special Needs Children.....	84
Confidentiality	84
Release of Information to the Media	84
Lunch Program Rules and Regulations	85
School Photographs	86
Parties	86
Parent Teacher Organization	86
School Volunteers.....	86
Messages.....	86

Schools

IMPORTANT PHONE NUMBERS

Caledonia Elementary School 914 Caledonia Avenue	268-6690	Superintendent of Schools Mrs. Myrna Loy Corley	268-6580
Chambers Elementary School 14305 Shaw Avenue	268-6640	Treasurer Mrs. Mary Ann Nowak	268-6587
Mayfair Elementary School 13916 Mayfair Avenue	268-6650	Administrators of Curriculum, Instruction & Assessment Mrs. Paula Elder – Elementary Mr. Kevin Harrell – Secondary	268-6596 268-6593
Superior Elementary School 1865 Garfield Road	268-6670	Director of Federal Programs Mrs. Andratesha Fritzgerald	268-6595
<i>Preschool</i> Superior Elementary School 1865 Garfield Road	268-6670	Director of Human Resources Mr. Byron Lyons	268-6581
Heritage Middle School 14410 Terrace Road	268-6610	Business Manager	268-6586
Shaw High School 15320 Euclid Avenue	268-6468/6469	Director of Career & Technical Education/Adult Education Dr. John Buckner	268-6491
Small Schools		Director of Pupil Personnel Mr. Dennis Bunkley	268-6689
<i>Law, Public Safety and Human Relations</i>	268-6374/6376	Administrator of Special Education Mrs. Courtney Jones	268-6474
<i>Medicine, Science & Technology</i>	268-6515/6516	Supervisor of Special Education Ms. Jerlisa Calhoun	268-6684
<i>Shaw Academy High School</i>	268-6889	Assistant Treasurer	268-6659
		Communications Mr. Donshon Wilson	268-8011
		Technology Department Mrs. Joy Howard	268-8017
		Registration	268-6600
		Bus Garage Mr. Larry Brown	268-6599
		Food Service Ms. Cindy Alekna	268-6645

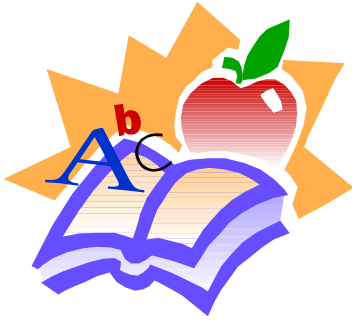
**EAST CLEVELAND CITY SCHOOLS
SCHOOL CALENDAR
2015-2016 SCHOOL YEAR**

Monday, August 24, 2015.....	Teachers Report
Thursday, August 27, 2015	First day of school for students
Monday, September 7, 2015	LABOR DAY – District Closed
Friday, October 16, 2015	NEOEADAY – District Closed
Tuesday, November 3, 2015	Optional Teachers Professional Development Day – No Students
Wednesday, November 11, 2015	Parent/Teacher Conferences <i>(2:00 p.m. - 5:00 p.m.) & (6:00 p.m. - 8:00 p.m.) - 1:30 p.m. Student Dismissal</i>
Wednesday, Thursday, Friday, November 25, 26, 27, 2015	THANKSGIVING – District Closed
Friday, December 18, 2015.....(at the end of the school day)	Winter Break Begins
.....	CHRISTMAS HOLIDAY – District Closed
.....	NEW YEAR’S HOLIDAY – District Closed
Monday, January 4, 2016.....	Schools Reopen
Friday, January 15, 2016.....	Optional Teachers Work Day – No Students
Friday, January 15, 2016.....	OAPSE Staff Development Day
Monday, January 18, 2016.....	Martin Luther King, Jr. Day – District Closed
Monday, February 15, 2016.....	PRESIDENTS’ DAY – District Closed
Thursday, March 10, 2016.....	Parent Teacher Conferences (5:00 p.m.-8:00 p.m.)
Thursday, March 24, 2016.....	Parent Teacher Conferences (5:00 p.m.-8:00 p.m.)
Friday, March 25, 2016.....	GOOD FRIDAY – District Closed
Monday, March 28, 2016.....	Spring Break Begins
Monday, April 4, 2016.....	Schools Reopen
Friday, May 27, 2016.....	No school for Students-No school for ECEA
Monday, May 30, 2016.....	MEMORIAL DAY – District Closed
Wednesday, June 8, 2016.....	Last Day for Students
Thursday, June 9, 2016.....	Last Day for Teachers

Total Numbers of Days.....	189
Days of Student Attendance.....	178
1 st Semester.....	89
2 nd Semester.....	89
Holidays.....	5
<i>(LABOR DAY, THANKSGIVING, MARTIN LUTHER KING JR. DAY, PRESIDENTS’ DAY, MEMORIAL DAY)</i>	

STUDENT DAYS 2015-2016 SCHOOL YEAR

WEEK	DATE	DAYS SCHOOL NOT IN SESSION	#OF DAYS IN SESSIONS STUDENTS	# OF DAYS TEACHERS
1.	August 24 – 28, 2015	(Monday) 24 th Teachers Report (Thursday) 27 th 1 st day for Students	2	5
2.	August 31 – September 4, 2015		5	5
3.	September 7 – 11, 2015	(Monday) 7 th Labor Day – District Closed	4	5
4.	September 14 – 18, 2015		5	5
5.	September 21 – 25, 2015		5	5
6.	September 28 – October 2, 2015		5	5
7.	October 5 – 9, 2015		5	5
8.	October 12 – 16, 2015	(Friday) 16 th NEOEA Day - District Closed	4	4
9.	October 19 – 23, 2015		5	5
10.	October 26 – 30, 2015		5	5
End of First Quarter		Total Days of First Quarter		
1.	November 2 – 6, 2015	(Tuesday) 3 rd – Optional Teacher Professional Development	4	4
2.	November 9 – 13, 2015	(Wednesday) 11 th , P/T Conferences – 1:30 p.m. Dismissal 2:00 – 5:00/6:00 – 8:00 p.m.	5	5
3.	November 16 – 20, 2015		5	5
4.	November 23 – 27, 2015	(Wednesday) 25 th (Thursday) 26 th (Friday) 27 th Thanksgiving – District Closed	2	4
5.	November 30 – December 4, 2015		5	5
6.	December 7 – 11, 2015		5	5
7.	December 14 – 18, 2015	(Friday) 18 th – Winter Break begins at the end of the day	5	5
8.	December 21 – 25, 2015	Winter Break – Schools Closed	0	0
9.	December 28 – January 1, 2016	Winter Break – Schools Closed	0	0
10.	January 4 – 8, 2016	(Monday) 4 th schools Reopen	5	5
11.	January 11 – 15, 2016	(Friday) 15 th – Optional Teacher Work Day OAPSE Staff Development Day	4	4
12.	January 18 – 22, 2016	(Monday) 18 th Martin Luther King Jr.	4	5
End of Second Quarter		Total Days of Second Quarter		
1.	January 25 – 29, 2016		5	5
2.	February 1 – 5, 2016		5	5
3.	February 8 – 12, 2016		5	5
4.	February 15 – 19, 2016	(Monday) 15 th President Day – District Closed	4	5
5.	February 22 – 26, 2016		5	5
6.	February 29 – March 4, 2016		5	5
7.	March 7 – 11, 2016	(Thursday) 10 th 5:00 – 8:00 p.m. P/T Conferences	5	5
8.	March 14 – 18, 2016		5	5
9.	March 21 – 25, 2016	(Thursday) 24 th 5:00 – 8:00 p.m. P/T Conferences (Friday) 25 th Good Friday – District Closed	4	4
End of Third Quarter		Total Days of Third Quarter		
1.	March 28 – April 1, 2016	Spring Break – Schools Closed	0	0
2.	April 4 – 8, 2016		5	5
3.	April 11 – 15, 2016		5	5
4.	April 18 – 22, 2016		5	5
5.	April 25 – 29, 2016		5	5
6.	May 2- 6, 2016		5	5
7.	May 9 – 13, 2016		5	5
8.	May 16 – 20, 2016		5	5
9.	May 23 – 27, 2016	(Friday) 27 th – No school for Students-No school for ECEA	4	5
10.	May 20 – June 3, 2016	(Monday) 30 th Memorial Day - District Closed	4	5
11.	June 6 – 10, 2016	(Wednesday) 8 th Last Day for Students (Thursday) 9 th Last Day for Teachers	3	4
End of Fourth Quarter		Total Days of Fourth Quarter		
			Total Days	178
				189



CURRICULUM NIGHTS 2015-2016 School Year

- Shaw High School..... Wednesday, September 9, 2015
5:00 p.m. - 6:00 p.m.
- Heritage Middle School Thursday, September 10, 2015
5:00 p.m. - 6:00 p.m.
- Caledonia Elementary School Tuesday, September 15, 2015
5:00 p.m. - 6:00 p.m.
- Chambers Elementary School Wednesday, September 16, 2015
5:00 p.m. - 6:00 p.m.
- Mayfair Elementary School..... Thursday, September 17, 2015
5:00 p.m. - 6:00 p.m.
- Superior Elementary School Tuesday, September 22, 2015
5:00 p.m. - 6:00 p.m.

PARENT INVOLVEMENT COMMITTEE MEETINGS 2015-2016 School Year

DATE	TIME
Thursday, October 22, 2015	6:00 p.m. - 8:00 p.m.
Thursday, November 19, 2015	6:00 p.m. - 8:00 p.m.
Thursday, February 25, 2015	6:00 p.m. - 8:00 p.m.
Thursday, April 28, 2015	6:00 p.m. - 8:00 p.m.
Thursday, May 19, 2015	6:00 p.m. - 8:00 p.m.

CURRICULUM NIGHT

Curriculum Night Meeting Night is an annual event in which teachers are given an opportunity to communicate key components of the elementary school program. Since this is often the first contact a parent has with the school, it is important that the entire staff present a positive, professional image. Some of the items, to creating this professional climate, are:

1. A clear presentation of your curriculum including your goals, expectations, and homework policy.
2. A display of the materials (*text, supplemental materials, etc.*) used in your class.
3. Bulletin boards, relating to the subject area, should contain examples of student work.
4. A neat attractive room.
5. A signup sheet for future conferences will help parents to understand that open house/parent teacher meeting night is not an individual conference period.
6. A request that parents reinforces school and individual goals.
7. An opportunity for parents to provide input and to ask questions.

Parents expressing concerns which are not relevant to the purpose of curriculum night should request a future conference appointment with the classroom teacher or should be directed to the administration.

PARENT TEACHER CONFERENCES

PREPARATION BEFORE THE CONFERENCE:

1. Collect samples of work done by student.

Purpose:

To show improvements made
To illustrate your evaluation of pupil's strengths and/or weaknesses.

2. Complete and send home the conference appointment form. If the form is not returned or the date and time is not acceptable, please call the parents to confirm or reschedule the appointment.
3. Decide on the comments and suggestions to be made to the parents. Write the conference summary sheet in duplicate.

Purpose:

- ❖ Moves the conference along.
- ❖ Establishes purpose of conference (to report progress, to discuss specific problems or needs, to explain strengths or weaknesses, to interpret school policy.
- ❖ Reduces the possibility of forgetting to include some information.
- ❖ Serves as a record of the information discussed and insights gained from the parents.

Helps the parents to recall the conference.

ATTENTION

SCHOOL DAY

CALEDONIA ELEMENTARY SCHOOL

914 Caledonia
East Cleveland, OH 44112

Time

8:30 a.m. – 3:20 p.m.

CHAMBERS ELEMENTARY SCHOOL

14395 Shaw Avenue
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.

SUPERIOR ELEMENTARY SCHOOL

1856 Garfield Road
East Cleveland, OH 44112

Time

8:30 a.m. – 3:20 p.m.

HERITAGE MIDDLE SCHOOL

14410 Terrace Road
East Cleveland, OH 44112

Time

8:30 a.m. – 3:10 p.m.

Wednesday

8:13 a.m. – 2:50 p.m.

SHAW HIGH SCHOOL

15320 Euclid Avenue
East Cleveland, OH 44112

Time

8:15 a.m. – 3:20 p.m.

Wednesday

9:10 a.m. – 3:20 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 to 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 SCHOOLS

Our Mission

We will provide the children of East Cleveland with the academic and life skills needed for each and every one to be a success in the 21st Century.

OUR CORE VALUES

WE BELIEVE ...

- Each child's uniqueness has value.
- All children have gifts and can learn.
- True learning means the development of the whole child.
- There is no substitute for the meaningful involvement of parents.
- Partnership with the community is essential.
- Creating an environment conducive to learning is key.
- All staff and stakeholders should operate from a basis of respect, trust, and teamwork.
- High quality education is comprehensive education.
- Building skills means taking a step-by-step approach to what a child is taught.
- Student success demands no less than total commitment.

Our Vision

“The East Cleveland City School District will emerge as a school district of excellence.”

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 evidence by 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 Superintendent 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

Myrna Loy Corley
Superintendent of Schools

Andratesha Fritzgerald
Director of Federal Programs

**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 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.

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 9:00 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

- Whenever a child is absent from school:
 - the parent **MUST NOTIFY** the school by telephone on the day or days absent no later than 9:00 a.m.; AND
 - 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
 - if a parent does not call the school — a clerk will try to contact the home by 10:30 a.m.
- If the above procedure is not followed, the child's absence will be unexcused.
- 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.
- 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.
- 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.
- 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.*
- Tardiness: We discourage your child(ren) from arriving after the 8:50 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.
- 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 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 extra curricular 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 seat. 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 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 a 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)

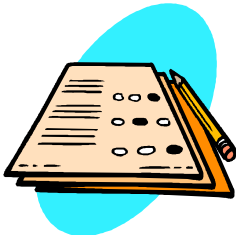
GUIDELINES FOR GRADE REPORTING K-6

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.



2015 - 2016 Testing Schedule by Date

2015-2016 TESTING DATES

As part of the budget, the General Assembly directed the Ohio Department of Education to transition to new assessments for the 2015-2016 school year in mathematics and English language arts.

Per the new law, Ohio will cease the use of PARCC tests in mathematics and English language arts. Instead, the Ohio Department of Education will use our existing contract with the American Institutes for Research (AIR) – which currently provides online science and social studies assessments – to provide Ohio’s math and English language arts tests. The new tests will use the same testing platform and other services that AIR already provides to Ohio. These will be Ohio’s tests and will align to Ohio’s standards. Due to the change in the legislation, Ohio will have a new test schedule which is being developed and *will be posted soon*.

Ohio Graduation Tests

All test windows are open to all students required to take the OGT

- **Fall Administration:** Monday, Oct. 26 through Sunday, Nov. 8, 2015
(Data file ready for download on Dec. 14, 2015; reports due Jan. 7, 2016)
- **Spring Administration:** Monday, March 14 through Sunday, March 27, 2016
(Data file due date is to be determined; reports due date is to be determined)
- **Summer Administration (Optional):** Monday, June 13 through Sunday, June 26, 2016
(Data file date is to be determined; reports due date is to be determined)

** Current law requires students to take the OGT for an Ohio high school diploma.*

Alternate Assessment for Students with Significant Cognitive Disabilities

- **Spring Administration:** Monday, Feb. 22 through Friday, April 15, 2016
(Printed family report and score labels due date is to be determined)

English Language Proficiency Assessment for the 21st Century (ELPA21)

- **Spring Administration:** Monday, January 11 through Friday, March 4, 2016

Ohio Test of English Language Acquisition is no Longer Administered

Last Modified: 5/26/2015 3:02:49 PM

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 thusly, 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.

1. A student will be promoted to the succeeding grade level or course when he/she has:
2. completed the course and state-mandated requirements at the assigned grade;
3. achieved the instructional objectives set forth at the present grade;
4. demonstrated sufficient proficiency to permit him/her to advance to the next grade level;
5. 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 not longer serve in the best interest of the student.

The East Cleveland City Schools Board of Education authorizes the Superintendent to implement this Retention and Promotion Policy effective with the 2006-2007 school year.

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.

EAST CLEVELAND CITY SCHOOL DISTRICT



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 Effort Indicator on student(s) report card.
Parent Signature required on all homework assignments.	



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
Parent Signature required on all homework assignments.	



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
Parent Signature required on all homework assignments.	



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:	<p>The following steps will be implemented:</p> <ol style="list-style-type: none"> 1. Lack of a reward 2. Phone call made to parent 3. Reminder note sent home to be signed and returned the next day with the assignments completed 4. Reminder note sent home: the following day, student will stay after school to complete the incomplete assignment.
Percentage of Total Grade:	Homework completion will be reflected on the Effort Indicator on student(s) report cards.
Parent Signature required on all homework assignments.	



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:		<p>Teacher will note non-completion of homework in the student assignment book and parent signature will be required. Student may not be able to participate in special activities on the day that homework has not been completed.</p> <p>Additionally, a reminder note will be sent home: the following day, student will stay after school to complete the incomplete assignment.</p>		
Percentage of Total Grade:		Homework will influence class work and testing grades either upward for outstanding return or downward for failure to return. In addition, Effort Mark on student report card will be reflective of student completion of homework assignments.		
<p>All teachers will make written comments nightly relative to homework completion. Parent signature is required nightly in the student assignment book.</p>				



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:	The following will be implemented: <ol style="list-style-type: none"> 1. Make up work over weekends with point reduction 2. Telephone call to parents 3. Conference with parents
Percentage of Total Grade:	Homework will account for ten percent of final grade.
<p>All teachers will make written comment nightly relative to homework completion. Parent signature is required nightly in the student assignment book.</p>	



HOMWORK 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 using 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 e-mail 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 secret. 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
2015-2016 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 Superintendent 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

Forms requesting administration of prescription medication by school personnel are available in the school office. One form is to be signed by the parent/guardian and the other by the prescribing physician. Medication will be administered only when these forms are on file in the office. No medication should be carried by the student to and from school without prior notification to school authorities.

Certain medical conditions require a student to take medication for such things as severe asthma, epilepsy, hyperkinesis, etc. In such cases, parents must observe the following.

1. A written dated statement should be provided which gives the names of the medication, dosage, time medication is to be taken, and duration of order.
2. Parent(s) must provide a written request from the attending physician that the school could administer the medication.
3. Only a daily dose should be brought to school in a clearly marked container. This will be placed in a locked cabinet.
4. The school nurse will maintain a record of students receiving medications and will inform the appropriate school personnel of benefits and/or side effects of medication.
5. The building principal (or his/her designee) will supervise the student taking his/her medication.

IMMUNIZATION REQUIREMENTS

No new or re-entering student is to be permitted to enroll unless or until the parent, guardian, or custodian furnishes the school with records indicating that they are in compliance with state statute regarding immunization against communicable disease. One of the following must be present.

1. A complete immunization record showing that minimum immunization requirements have been met — 4 DPT injections, 3 doses of oral polio vaccine, and immunization against regular measles (rubeola) and German measles (rubella), and mumps plus the dates the immunizations were received.
2. An immunization record showing that they are “in process” of completing the required immunizations. “In the process” means they already have had a minimum of one DPT, one polio, and immunization against regular and German measles, and mumps. Additionally, those who are “in the process” must complete their series in a medically sound but timely manner or they lose their temporary waiver and are subject to exclusion from school. [The principal or his/her designee (e.g. school nurse) should establish the “timely manner,” inform the parent of it, and proceed with exclusion for failure to comply with the time-table].
3. A completed form stating that they qualify for exemption from the legal immunization requirements due to medical or religious/philosophical reasons. In the case of a medical exemption, a medical doctor’s statement to that effect should be presented. Such records of exemption must be kept on file at the school.

STATE LAW REQUIRES THE FOLLOWING IMMUNIZATIONS FOR ALL CHILDREN:

- ❖ 4 DPT immunization
- ❖ 3 immunizations — polio vaccine
- ❖ 1 immunization for rubella (German measles) given after the first birthday or 1 immunization for measles given after the first birthday or MMR,
- ❖ 1 immunization for mumps given after the first birthday

In addition, a tuberculin test is recommended, but not required.

All students must have a second MMR before entering grade seven.

Proof of these immunizations is required at the time of enrollment.

***NOTE:**

There shall be no exemptions to these requirements without the personal written approval of the Supervisor of Pupil Personnel Services.

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: measles, mumps, rubella, chicken pox, strep throat, scarlet fever, and pediculosis (head lice).

ADMINISTERING MEDICINE TO STUDENTS

Many students are able to attend school regularly only through effective use of medication in treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following:

1. An appropriate person designated by the board supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
2. Written permission from the parent(s)/guardian(s) of the student, requesting that an appropriate person comply with the physician's order.
3. A designated individual must receive and retain a statement which complies with Ohio law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
4. The parent(s)/guardian(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
5. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
6. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

In order for a student to possess an inhaler he/she must have written approval from the student's physician and parent or other caretaker. The principal/designee must have received copies of these required written approvals.

LEGAL REFS ORC 2305.23; 2305.231; 3313.712; 3313.713
State Board Minimum Standards 3301-35-03 (c) (1), (D) (5, 9)

SPECIAL BULLETIN

FOR SIXTH GRADE PARENTS

Your child must receive a second MMR immunization before he/she will be allowed to enter seventh grade.

The Ohio Department of Health recently changed the School Immunization Requirements to include a second dose of measles, mumps, and rubella vaccine before a student can enter seventh grade. Your child will have to show proof of having received this second dose before he/she can start seventh grade.

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 Superintendent to implement the current Campus Wear (Dress Code), with the following stipulations effective for the 2014-2015 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 or blue.
- Students will not be permitted to wear jeans (of any kind).

Effective for the 2014-2015 school year, the following Campus Wear (Dress Code) will be in full effect as indicated.

BOYS-GRADES KINDERGARTEN THROUGH SIXTH
Solid white or blue dress shirts (shirts must be tucked in at all times) Solid blue or black dress pants 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)
YOUNG ADULT MEN – GRADES SEVEN THROUGH TWELVE
Solid white or blue dress shirts (shirts must be tucked in at all times) Solid blue or black dress pants Red and black striped ties (required) 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 or blue 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 or black pants Solid blue, black or white sweaters

<p>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)</p>
<p>YOUNG ADULT WOMEN – GRADES EIGHT THROUGH TWELVE</p>
<p>Solid white or blue 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 or black dress pants 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.</p>
<p>NOT PERMITTED</p>
<p>Baggies or sagging pants/slacks Short pants or three quarter pants/slacks Denim or 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 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.</p>
<p>PERMITTED</p>
<p>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).</p>
<p>SPIRIT/DRESS DOWN DAYS</p>
<p>The Board of Education authorizes the Superintendent to designate spirit/dress down days when deemed appropriate.</p>

CONSEQUENCES RELATIVE TO THE “CAMPUS WEAR” POLICY

The following will serve as consequences for violations of CAMPUS WEAR (Uniform Dress Code) effective with the 2008-2009 school year:

GRADES K-6

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

GRADES 7-12

1 st Offense	In-school Suspension
2 nd Offense	Parent Return to School with Student In-school Suspension
3 rd Offense.....	Saturday School or After School Detention
4 th Offense	Intent to Suspend Notification 1-2 Day Suspension
5 th 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, Superintendent, 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 Superintendent 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:

Andratesha Fritzgerald
 East Cleveland City Schools
 1843 Stanwood
 East Cleveland, Ohio 44112
 (216) 268-7975

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:

Andratesha Fritzgerald
East Cleveland City Schools
1843 Stanwood
East Cleveland, Ohio 44112
(216) 268-7975

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 Superintendent 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 Superintendent 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.

UNIFORM DISCIPLINE CODE

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 students' 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. The examples and attitudes of the adults in the building influence significantly 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 Board will expect parents to play their full, responsible role in guiding their children and cooperating with school staff members.

STUDENT RIGHTS AND RESPONSIBILITIES

We believe that students have the following rights and responsibilities:

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.

Each school principal, working in concert with the faculty should:

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 **PREVENTATIVE 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 **CORRECTIVE 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 corrective measures;
7. Provide for faculty in-service as well as periodic faculty evaluation and assessment of school climate and discipline.

All members of a school staff should individually implement the school's discipline plan and program in all areas of the school. All members of the school staff shall report student violation of the Uniform Discipline Code to the administration.

ATTENDANCE POLICY

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. Toward that end, school administrators will implement compulsory attendance policies. Additionally, when appropriate, school personnel will seek the support of agencies and persons external to the school District to assist in implementation of these mandates.

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.

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.

GENERAL PROCEDURES

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. Each classroom teacher shall report all absences daily to the office on the appropriate attendance form.
7. The appropriate school personnel shall contact the parent by telephone whenever a student is absent unless prior contact has been made.

EXCUSED ABSENCE

1. Personal Illness

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

2. Quarantine of the Home

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

3. Death in Immediate Family

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

4. 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.

5. Emergency

Emergency or set of circumstances which in the judgment of the Superintendent of Schools or his/her designee constitutes a good and sufficient cause of absence from school.

UNEXCUSED ABSENCE

Any unexcused absence may be considered truancy. All truancy will be referred to the appropriate principal who will in turn take appropriate action.

In the event a student has three absences, the principal/designee will contact the parents of the student to determine the problem and offer assistance.

Once the student has accumulated five unexcused absences, the school will notify the parents that the student is in danger of failing.

EXTENDED TRUANCY

Any unexcused absence for ten consecutive days will be considered extended truancy and referred to Pupil Personnel Services (PPS) for appropriate action.

TRUANCY

First Offense: (1-3 days)	Referral to the appropriate principal and notify parents. (Note offense)
Second Offense:(4-6 days)	Parent Conference Detention
Third Offense (7-9 days)	Saturday morning detention (high school) In-school suspension Suspension from school.
Fourth Offense: (10 days)	Referral to Pupil Personnel Services (PPS)

NOTE: Offense: Any infraction or violation of school rules.

CLASS ATTENDANCE (GRADES 7-12)

Students who have accumulated ten unexcused absences in a course during the semester, upon the combined recommendation of the classroom teacher and building administrator, may not receive credit for the course for the semester. A student appeal process will be developed.

The procedure relating to unauthorized absences from individual classes (class cuts) is as follows:

- All teachers will take attendance and check the absent list in every class.
- All unauthorized absences will be sent to the appropriate office.
- The parent will be notified when the first verified incident of class cutting occurs.
- Confirmation of a second cut will result in one of the following disciplinary measures:
 1. Parent conference
 2. Saturday morning detention
 3. In-school suspension
 4. Confirmation of a third cut will result in a three-day suspension.
 5. Confirmation of a fourth cut will be referred to the building principal/designee for further remediation.

TARDINESS TO SCHOOL

- All students must be in their seats when the tardy bell rings.
- Tardiness to school can be excused only upon presentation of a note signed by a parent or guardian. This note must include the student's name, date, homeroom number and the reason for tardiness. A phone number where the parent can be reached must also be included.
- Tardiness for any reason other than illness, doctor's appointment, or family emergencies is an unexcused tardiness. Any questionable reasons for notes should be referred to the building principal/designee for final determination of status.

CONSEQUENCES

GRADES K-6

1st Tardy	parent notification
4 Tardies	written parent notification
5-6 Tardies	warning letter sent to parent, detention (students 3-6)
7-9 Tardies	One of the following: <ul style="list-style-type: none">➤ parent conference➤ detention/lunch detention➤ essay➤ suspension of student privileges➤ in-school suspension
10th Tardy	referral to Pupil Personnel Services

GRADES 7-12

Any student arriving tardy to school – regardless of the time – must report to his/her Principal’s Office and obtain an admission slip. This policy is in effect per semester.

Any school student failing to attend detentions will be subject to suspension from school.

1st Offense	3 unexcused tardies to school 1 day Saturday School or detentions and parent contact by administrator
2nd Offense	1-2 days Saturday School detentions, In-School Suspension(ISS)
3rd Offense	7 unexcused tardies to school – 1-3 days ISS and parent contact
4th Offense	10 unexcused tardies to school –3 days ISS and parent contact or out of school suspension
5th Offense	15 or more unexcused tardies to school – 3 days ISS, 3-10 days suspension and/or referral to Pupil Personnel Service

TARDINESS TO CLASS 7-12

All teachers will admit tardy students to class with or without a pass. Students will be given passing time as determined by the Master Schedule. Students will use this time to attend to personal needs and at the same time maintain an orderly class change. All students who are found in violation of the foregoing rule will be subject to disciplinary measures. This policy is in effect per semester.

Any student arriving tardy must be admitted to class and disciplined by the classroom teacher, except on the incidences designated below in which case a referral should be written and sent to the office.

1st Offense	1 unexcused tardy the student will be disciplined by the classroom teacher
2nd Offense	2 unexcused tardies parent notification must be made by classroom teacher
3rd Offense	3 unexcused tardies to class – 1 day Saturday School or detentions and parent contact by administrator
4th Offense	5 unexcused tardies to class letter home – 1-2 days Saturday School, detentions In-School Suspensions (ISS)
5th Offense	7 unexcused tardies to class 1-3 days ISS and parent contact
6th Offense	10 or more unexcused tardies to class, 3 days ISS and parent contact or out of school suspension
7th Offense	15 or more unexcused tardies to class, 3 days ISS, 3-10 days suspension out of school
8th Offense	referral to Pupil Personnel Service

INFRACTIONS

The following is a list of infractions which are in effect throughout the school day, to and from school, on the school bus and at all school sponsored activities.

CATEGORY 1

- Assault
- Weapons
- Dangerous Firearms
- Arsons
- Controlled Substances / Alcohol – selling, distributing, and/or possessing/under the influence
- Sexual Assaults
- False Alarms/Bomb Threats
- Explosives
- Serious Vandalism
- Robberies
- Major Thefts
- Extortion / Coercion
- Embezzlement
- Burglaries / Breaking and Entering
- Verbal or Written Menacing / Threatening / Stalking
- Gang Policy Violations
- Counterfeit Weapons
- Aiding and Abetting –
- Hazing
- Intimidation/ Bullying
- Gambling / Gambling Devices
- Sexual Misconduct
- Public Indecency
- Tobacco Use / Possession
-

CATEGORY 2

- Minor Vandalism
- Chronic Fighting
- Fighting and Inciting Violence
- Minor Thefts
- False Reporting of a Serious Matter
- Trespassing
- Counterfeit Controlled Substances
- Chronic Offender / Repeated Violations in Categories 3 & 4
- Improper use of School Computer Network / Internet –
- Gross Disrespect
- Insubordination / Failure to Comply

CATEGORY 3

- Endangering Self or Others
- Disrespectfulness
- Forgery
- Plagiarism
- Failure to Identify Oneself / Student ID Badges
- Leaving Campus
- Throwing Objects
- Failure to Disperse

CATEGORY 4

- Failure to follow class/school rules including but not limited to:
- Littering
- Hall Pass
- Lying
- Cheating
- Inappropriate Display of Affection – Consensual
- Attendance Policy Violations
- Unauthorized Area
- Failure to follow directions during fire drills or other emergency drills or incidents
- Unauthorized Fundraising
- Lunchroom Regulation Violations
- Inappropriate Dress
- Disruptive Behavior – including but not limited to:
 - ❖ Yelling
 - ❖ Name calling
 - ❖ Possession of Electronic Devices
 - ❖ Tantrums / Disorderly Conduct

LIST OF CONSEQUENCES AND INTERVENTIONS

<p>Category 1</p>	<p>Mandatory Expulsion (forfeited credit if expelled) Police Report, where applicable Suspension Forfeited Credit Pupil Services Restitution of damages, if applicable</p>
	<p>To be determined by the circumstances of the offense Expulsion (forfeited credit if expelled) Suspension Referral to Community Resources (Mental Health Agencies, Human Services, Juvenile Court) Police Report, if appropriate Review by Pupil Services Team Restitution of Damages, if applicable</p>
<p>Category III & IV</p>	<p>Progressive Discipline as follows: The reasonable progression of corrective measures to remediate the infraction. These are not necessarily in the order to be administered, but to be determined by the circumstances of the offense. Detention Essays based on misbehavior In-school counseling Supervised time out Denial of privileges Referral to student court Parent conferences 1) phone 2) in person Daily / weekly feedback to parents Schedule conferences to include but not limited to: teachers, students, counselor, parent, administrator Parent education Referral to Special Services Team Behavior Plans Referral to Community Resources (Mental Health Agencies, Human Services, Juvenile Court) School Service Duty Community Service Duty In-School Suspension – up to ten days Removal from school Temporary confiscation of student property which violates Uniform Discipline Code Forfeited assignment credit Warning – written or oral</p>

DEFINITIONS OF INFRACTIONS

CATEGORY I

ASSAULT

- Cause or attempt to cause serious physical harm to another
- 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 Board 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 Superintendent, shall expel a student from school for a period of one year for bringing a firearm or knife to a school operated by the Board 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 Superintendent 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 Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus if both of the following apply.

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.

As defined by Ohio law and 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 found in violation of numbers 1 and 2 above may be reported to the local police authority and may be prosecuted under state criminal statutes, as well as disciplined in accordance with the provisions of the District's Uniform Discipline Code 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.

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.
- 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.
- 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 (fire works, 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 \$150.00) – 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. (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.

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 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 / BULLYING

1. Forcing another person to do something against his/her will by threats to destruction of reputation, coercion.
2. Willfully engaging in activities that are known to make another feel fearful.

CATEGORY II

MINOR VANDALISM

Causing or attempting to cause damage to private or school property whereby destruction or defacement of property is \$150.00 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 Uniform Discipline Code 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 Uniform Discipline Code 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.

CATEGORY III

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 Uniform Discipline Code.

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.

CATEGORY IV

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 fund raiser.

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, TAPE RECORDERS, RADIOS, CD PLAYERS, PAGERS, CELL PHONES, VIDEO CAMERAS, WALKMANS, AND ANY ELECTRONIC DEVICES

1. Students are not to bring tape recorders, radios, cell phones, pagers, beepers, walkmans, 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.

DUE PROCESS

To insure 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 Superintendent, 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.

SUSPENSIONS

1. The Superintendent or Principal may suspend a student from school 1-10 days for violation of the Uniform Discipline Code 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 Superintendent 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.
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 Superintendent or Principal shall provide written notice of the suspension to the students (parent(s) guardian of the student, Pupil Services and the Treasurer of the Board of Education. 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 Board's appeals officer. 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.

EXPULSIONS

A student may be expelled from school by the Superintendent for a period not to exceed beyond the end of the current semester or as otherwise authorized by state law.

1. Following a student's violation of a Category I or Category II infraction, written notice and an informal hearing may be held at the building level, (procedure stated herein).
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 Superintendent.
3. A student may be expelled for violation of Category I or Category II infractions of the Uniform Discipline Code 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 and five days after notice is given, the place of the hearing and the student's right to representation.
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 Clerk Treasurer of the Board of Education. The notice shall also include the reason(s) for the expulsion and the right to appeal the decision to expel to the Board of Education's designated hearing officer. The notice must also include the right to legal representation at the appeal and to request the hearing be held in executive session.

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 Board of Education 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 Board's hearing officer.
2. An appeal must be commenced within three school days of the receipt of the notice of suspension or expulsion by giving written notice of the intent to appeal to the Principal of the student's school.
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 executive session but shall act upon such suspension or expulsion only in a public meeting. The hearing officer will make his/her recommendation to the Board of Education, which by management vote, affirms 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, 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.

OTHER PROCEDURES

PHYSICAL FORCE OR RESTRAINT

Properly authorized school officials are authorized within the scope of their employment to use the amount of force as is reasonable and necessary to:

1. Quell a disturbance threatening physical injury to others.
2. Obtain weapons or other dangerous objects on the person or in the control of a student.
3. For self-defense.
4. For the protection of persons or property.

SEARCH OF A STUDENT'S PERSON OR PERSONAL EFFECTS

Properly authorized school officials may search a student, his personal effects on school property occupied by a student, such as his/her locker or desk, if the school officials have reasonable grounds to believe that such a search will turn up evidence that the student has violated or is violating the law or rules of the school or is needed to maintain order in the school.

When possible, all searches should be conducted in the presence of the student and another witness or witnesses.

AUTHORIZED USE OF DETECTION DEVICES

In order to better insure the safety and welfare of all individuals including students who enter any of the East Cleveland City School District's buildings or grounds, the Board of Education 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 suspicion inspection
2. Random whole population inspection.

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

2. Violence within a dating relationship.

B. "Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

C. 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 victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

2. 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 slurs on Web sites where students congregate on Web logs (personal online journals or diaries);
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.

3. 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."

4. 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.

5. 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.

6. 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 Board of Education'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.

7. 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 Superintendent 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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;
- 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

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

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.

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
- Multiple handicapped
- Severe behaviorally handicapped
- Speech/hearing handicapped
- Hearing handicapped
- Orthopedically other health handicapped
- Specific learning disabled
- 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 Superintendent will appoint a Liaison for Homeless Children (*Pupil Personnel Services*) who will perform the duties as assigned by the Superintendent. 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.

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 **Andratesha Fitzgerald**. Inquiries or requests for information should be directed to:

Andratesha Fitzgerald
East Cleveland City Schools
1843 Stanwood Road
East Cleveland, Ohio 44112
(216) 268-6595

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, HANDICAP 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 Superintendent 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.

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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 MEMBERS

DR. UNA H.R. KEENON, PRESIDENT

Ms. EVE LYNN WESTBROOKS, VICE PRESIDENT

Ms. GLORIA AVERY-PREASE

DR. PATRICIA A. BLOCHOWIAK

Ms. TIFFANY FISHER



MYRNA LOY CORLEY

SUPERINTENDENT OF SCHOOLS

MARY ANN NOWAK

TREASURER

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 programs and employment.