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## **PRINCIPAL'S WELCOME**

Welcome to John Muir Elementary School, a place where your child will learn the skills necessary during their elementary years.

Before you begin paging through this very detailed handbook, please note that the handbook contains both district policy information as well as specific school information. Throughout the school year, please page through this handbook as needed, using it as a resource for questions you may need answered.

Please know that although we are required to provide this resource to you in writing, you are also welcome to call the office at any time if you have any questions. We ask that you follow a code of respect when making calls, by calling the school first should a problem arise that requires teacher or administrator input. If we are unable to answer your questions or assist with your concerns at the school level, we can then connect you with further district contact information.

As a team working together with you to educate your child, we encourage you to never hesitate to call us should questions or concerns arise throughout the year.

## **MISSION STATEMENT OF THE PARMA CITY SCHOOL DISTRICT**

The district will educate, nurture and graduate engaged students who are critical thinkers and problem solvers prepared to communicate, collaborate and contribute to a global society.

## **MISSION STATEMENT OF JOHN MUIR ELEMENTARY SCHOOL**

The mission of John Muir Elementary School is to work as a team to achieve excellence in the education of the whole child while creating a climate that develops confident students who are lifelong learners and are able to make a positive contribution to our global society.

## **STATEMENT OF BELIEFS**

**We believe that...Learning is a life-long process of engagement that includes:**

1. A cooperative partnership between the student, family, staff and the community in a safe and secure environment
2. Striving for academic excellence and thus, significantly impacting our world
3. Respect for self, all individuals and diverse cultures
4. Civic and social responsibility toward others and our environment
5. Preparation for responsible life choices towards self and others
6. Openness to and creation of new ideas
7. The willingness to exercise flexible thinking and adaptation
8. Financial literacy, wellness concepts and responsible use of technology

## **John Muir Elementary School History:**

School Opened: 1930

School Colors: Red and White

School Mascot: Viking

# John Muir Viking Pledge

**We do our best for:**

**Family**

**School**

**Others and**

Ourselves

**“Cultivating a community of Excellence!”**

## **KNOW YOUR DISTRICT**

The roles of the school personnel are provided to help you direct questions and comments to the proper member of the educational team.

**The Teacher: is the first contact for information about your child’s progress or classroom concerns.** Many times questions can be answered quickly and conveniently if the teacher is the first person you contact. He or she is the expert in curriculum and your child’s instruction and can best speak of what takes place in the classroom.

**The Principal:** facilitates the education of the students enrolled in the school. His/her duties include:

- Overseeing an effective instructional program that meets curriculum needs
- Developing and maintaining rapport with students, parents and teachers
- Helping to solve school-related problems among students, staff, parents and community members that are not able to be solved with teachers directly or that are broader than a single classroom
- Communicating school news to the community

**The Superintendent:** and his team of Central Office Administrators manage the day-to-day operations of the schools. His responsibilities include:

- Planning curricula that meet the needs of all students
- Providing materials, personnel and facilities necessary to carry-out effective educational programs
- Establishing policies and rules of attendance and behavior that create an atmosphere conducive to learning
- Making future plans based on the needs of students

**The School Board:** sets the general philosophy and overall policies for the school corporation. The Board's duties include:

- Setting policies, rules and regulations that provide an effective educational atmosphere
- Providing a budget to assure quality education for all students
- Enforcing state and federal laws

## **DAILY SCHEDULE**

<b>Breakfast</b>	8:45-9:10
Student Arrival	9:00
Doors Open	9:00
Classroom Instruction Begins	9:20
Student Tardy	9:20
Dismissal	3:30

Parents driving their children to school should **pull into the school parking lot**. Cars may not be left unattended while in the parking line. You may want to drop off/pick-up your children on one of the side streets to help the flow of traffic.

To eliminate congestion and insure the safety of all children, parents are requested to wait **OUTSIDE** the school building for their children during dismissal time. Children should only return to the building for emergencies after they are dismissed.

Walkers who are being picked up by older siblings should meet their siblings at the door their classroom exits from. They should then go directly home together.

### **EARLY ARRIVAL**

Students not participating in our Breakfast Program should not be dropped off until **9:00 AM**. We realize parents must leave early for work, but **supervision of students is not provided until 9:00 AM**. If there is a need for early morning child care, please make arrangements with a neighbor or call the Parma City Schools Extended Day Care Program at (440) 885-8301. If your child walks to school, please make sure he/she does not leave too early in the morning. The early arrival and drop-off of students has been a problem in the past, so we reserve the right to remind parents to abide by this policy. *Thanks for your help!*

### **EARLY DISMISSAL**

If at all possible, parents should try to schedule doctor and dental appointments outside of school hours. When it is necessary to have the child dismissed early or for a portion of the school day, the parent must send a note to the school explaining the reason, the time the child will be picked up, and who will be picking up the child. **Parents must come into the school office and sign out their child. Please do not go to the classroom.** We also suggest advance notice to your child's teacher in order to allow for make-up work to be provided. We will call the child's classroom over the P.A. system and ask the child to report to the office. Also, students who arrive late after an early appointment **must be signed in by his/her parent in the office.**

**Please note - for your child's safety, our office staff reserves the right to ask for identification of individuals picking up students who they do not know, or they may verify with the child the identity of the person picking him/her up.**

### **LUNCH HOUR**

Our lunch and recess program is conducted daily for a 50 minute period for students in Kindergarten through Fourth grade. Your child's homeroom teacher will send home further information regarding the exact time for your child's grade level's lunch on the first day of school.

### **RETURNING TO JOHN MUIR AFTER DISMISSAL**

No one is to reenter the classrooms upon dismissal. If items are forgotten, the student or family member may report to the office prior to 4:00 PM. Entrance to the classroom at that time will be based on whether the teacher or the principal is available. Students are expected to leave the building with all items necessary for the completion of homework as well as personal items.

### **CALENDAR OF VACATIONS, GRADING PERIODS, SCHOOL EVENTS**

Please visit John Muir's website.

### **CONFERENCES**

A vital part of any school is the communication between parents and teachers. For this reason, specific dates have been set aside for conferences in the fall and spring of each school year. Teachers will notify parents of the dates and times for their respective conferences.

A conference may be held with a teacher or principal at any time by calling the office or the teacher for an appointment. If you need to talk with your child's teacher during the school day, you may call the office and leave a message. Teachers are not always available during the school day because of their responsibilities to the students, and our office staff has been instructed not to interrupt teachers when class is in session. The teacher will call you back as soon as possible. Please remember - no concern of yours is too small - please give us a call, and we will do our best to resolve any issues or concerns to everyone's mutual satisfaction.

## **DRESS CODE**

District Guidelines, Dress and Grooming, #5511A, revised 4/25/06

### **DRESS AND GROOMING FOR ELEMENTARY STUDENTS**

The Board believes that parent(s)/guardian(s) must take the responsibility for the development of the student's good habits in the area of safety, health, decency, and cleanliness. Good grooming and neatness on the part of each student reflects an expression of pride in him/herself and in his/her school.

The Board recognizes that its students have a constitutional right to free speech and expression. However, a student's exercise of those rights is not without limits where the student's dress or grooming interferes with the educational process. In an effort to balance the Board and students' respective rights and interests, students will be expected to observe a standard of dress and grooming that is appropriate while attending school. Forms of student dress and grooming will be acceptable as long as they are neat, clean and are not distracting nor interfere with school safety standards. Rules of dress and grooming which clearly support the health and safety of students will be upheld.

- A. Feet must be covered by some type of shoe or sandal with a back. Bedroom slippers and flip-flops are not permitted.
- B. Bare midriffs, see-through, cutout clothing, plunging necklines, tank tops, spaghetti strap dresses, sleepwear, revealing and/or sheer clothing are not permitted. Straps on tops must be three inches or more in width.
- C. Proper underclothing should be worn at all times.
- D. Unclean, disheveled, torn or excessively baggy clothing is not permitted. Clothing with holes or tears is not permitted. Pants may not be sagging and undergarments may not be visible at any time.
- E. All over-sized shirts must be tucked in. A proper belt is required to prevent sagging pants. Belt buckles may not have any inappropriate or offensive logos or insignias and may not be oversized.
- F. No outdoor jacket/jean jacket is to be worn during the school day.
- G. Any garment specifically made to be worn as an undergarment is not to be worn as an outer garment.
- H. Inappropriate insignias, emblems, and/or gang-related colors shall not be worn during the school day or at school functions.
- I. EXTREMES in styles, extremes in grooming or bizarre types of clothing are not permitted.
- J. The length of shorts, skirts, dresses, and/or skorts must equal or exceed student's fingertips.
- K. Any form-fitting or skin-tight article of clothing must be covered by an over-garment on the body.
- L. No bandannas are to be worn or displayed in any manner. No hats, headbands or hoods are to be worn in school.
- M. Students are prohibited from wearing or carrying articles of clothing or jewelry, which promote drugs, tobacco and/or alcohol, glorify death and/or mutilation, contain or imply profanity, or state or suggest sexual or pornographic activity. Racially or culturally offensive clothing is not permitted.
- N. The presence of any apparel, jewelry, accessory, notebook, or manner of grooming, which by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a group or gang is prohibited. Chains or articles of clothing or accessories with spikes are not permitted.
- O. Only natural hair colors are permitted. (Exceptions may be during "Spirit Week", plays (drama) and other events sanctioned in advance by the building administration.)
- P. Inappropriate or offensive tattoos must be covered.

Visible piercings cannot be displayed on any part of the body. The only exception for visible piercings is the ear. On other areas, the stud and post (in any form) will need to be removed during the school day. No spiked piercings are permitted. Students are not permitted to wear makeup.

School administration reserves the right to exclude apparel, which is disruptive or offensive to the conduct of education or affects the health or safety of the student or others. Non-compliance will be cause for disciplinary action. Repeated violations shall be considered insubordination.

### **EMERGENCY CONTACT CARD**

It is required that each student have a blue Emergency Home Contact Card on file in the school office. These cards must be filled out yearly at the onset of the school year. Please fill them out thoroughly and accurately. It is the parent's responsibility to notify the school office should any information change on the card.

Also, in the event of a legal name change of your child, we are required by law to have the court documents verifying the name change. Without this documentation, no name changes can be made on official school records, including report cards.

Finally, if there has been a divorce in your family, we must also have a copy of the court documents and journal entry verifying who has custody of the child. This is for the child's protection. Our policy is that we will not release a child to a non-custodial parent unless we have a written notice from the custodial parent. It is also important to note that children must attend school in the district and attendance area in which their custodial parent resides, and parents are obligated by law to contact the school if this is not the case.

Thank you for your cooperation with these procedures.

### **FOOD SERVICES**

#### **Cafeteria prices:**

Listed below is the cost for lunch, milk, soup, and ice cream. Please note that prices are subject to change throughout the school year.

- \$2.25 Lunch/Minimum deposit \$15.00
- \$ .40 Reduced Lunch/Minimum deposit \$2.00/five lunches
- \$ .40 Milk/Minimum deposit \$2.00
- \$ .50 Ice Cream
- \$ .50 Soup

### **FREE AND REDUCED PRICE MEALS**

The Board recognizes the importance of good nutrition to each student's educational performance.

The Board shall provide eligible children with lunch at a reduced rate and/or no charge to the student and may provide breakfast when required by law.



Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program and National School Lunch Act. These criteria are issued annually by the Federal government through the State Department of Education.

Please refer to Policy #8531 to read it in its entirety.

Free or reduced price meal applications are included in the beginning year school packet. They are also available in all school offices and in the Food Service office. To apply for free or reduced meals, complete the form and turn it into the school office or the Food Service office. Be sure to fill out all of the required information. Ten working days are required for the approval process, so please allow for this time frame and make other accommodations for the student's lunch. **All information in the application and student's pay status is strictly confidential.**

**Only one application per family is needed, regardless of how many children or number of different school buildings they attend. Be sure to include all your children's names on the FAMILY APPLICATION, including food stamp number of any household member, if applicable to your situation.**

If your child was enrolled in the Parma City School District last year, there is a grace period in which they stay on the program until you have completed the application process. If a new application is not submitted prior to October 1<sup>st</sup> of the new school year, the student will be removed from the program.

Parma City School District can honor applications from other school districts, but we must have a copy of that application. Households may apply for the program based on income changes **any** time throughout the school year.

In accordance with Federal law and the U.S. Department of Agriculture policy, this District is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

The determining officials are Jacqueline Rohr, Food Service Supervisor (440-842-2162) and Mary Fritsche, Program Assistant, (440-885-2453).

### **mySchoolBucks.com**

This program allows parents to prepay their student meals by making payments into student accounts. **All students have a cafeteria account. As students make purchases, the cost of the food bought is deducted from their individual account.**

**Pre-Payments** can be made online, by check (made out to their school's cafeteria department), or with cash. Students can deposit cash or checks before school in the cafeteria.

With "mySchoolBucks", parents can also view their complete student's account, account balances, student purchases by day, set up low balance alerts and prepay student meals. Restrictions can be placed on a student's account by notifying the Food Service Office. **In order to open a mySchoolBucks account, go to [mySchoolBucks.com](http://mySchoolBucks.com)**

For more information on mySchoolBucks, please see the Cafeteria page on the Parma City Schools website ([www.parmacityschools.org](http://www.parmacityschools.org))

### **HEALTH/CLINIC**

Please be sure that all medical information is on your child's emergency card, including all correct phone numbers. When a student has a health problem that requires particular attention, the parent or guardian must notify the school immediately to inform us of the child's condition. A note from a doctor must be submitted describing any limitations incurred as a result of the illness or injury.

The clinic aide or school nurse cannot diagnose illness or injury. They can only administer first aid and encourage you to seek the advice of a doctor. A student who is seen in the clinic with any of the following symptoms should be excluded from school, after parents are notified:

Temperature of greater than 100 degrees F with or without symptoms.

Any vomiting due to illness.

Any undiagnosed skin rash.

Two or more episodes of diarrhea.

Head lice or nits.

Parents will be notified immediately of any serious injury. The school administers first aid to minor injuries only. If needed, a 911 call will be made to ensure a child's health.

## **PROCEDURES**

The following are the rules to be observed in the clinic:

All students must present a pass from the teacher whose class they will miss, or from other appropriate staff (office staff, etc.)

Students are permitted to stay in the clinic only when advised by clinic staff. They are either sent home sick or back to class.

If it is necessary for a student to be sent home, the clinic staff will make arrangements with the parents. Students are not permitted to call or text their parents to come pick them up. Clinic staff will issue the student a pass to leave the building.

### **First Aid/Health Medication:**

The office staff and clinic aide will give simple first aid, and parents will be called if further attention is needed. Our clinic aide is here from 9:30-3:30 p.m. Monday through Friday. A school nurse is also on call throughout the week during school hours. In cases of major injury, parents will be notified immediately. The emergency cards issued each August to every home should be kept up to date. Throughout the year, and if there is a change in phone numbers where parents can be reached, this should be reported to the school secretary. It is very important for a child's peace of mind that a parent be reached at a time of illness or injury.

When a child has had a communicable disease, the time for him/her to return to school is after his/her temperature is normal for the 24-hour period, all scabs have dried and disappeared, no swollen glands, and he/she is symptom free. No child should come to school with a rash unless a doctor had diagnosed it as non-communicable. Your doctor is the best judge of your child's condition.

In the case of head lice, however, a child may not return to school until all of the nits are removed, even if treatment has been given. There is simply no guarantee that all of the nits were killed with the treatment, and we cannot risk having even one still alive. Upon returning to school, a child who has had head lice will be checked by the clinic aide prior to returning to class. The child's Parent/Guardian must accompany the child to the clinic.

We ask your help in controlling the possible spread of any communicable disease by notifying the school if your child should become a carrier of anything contagious. This way we can observe other children to prevent further spread of the disease and take any other necessary measure.

**Medication:**

For purposes of Policy 5330, “medication” shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. “Treatment” refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child’s physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student.

Before any non-prescribed medication or treatment may be administered, to a secondary-level student the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication.

No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct.

Only medication in its original container; labeled with the date, if a prescription; the student’s name; and exact dosage will be administered. Parents, or students authorized in writing by physician and parents, may administer medication or treatment.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication, identified as aforementioned, stored in the clinic and administered in accordance with this policy.

**Immunization of Students:**

State health standards require students to be immunized against specific communicable diseases. The minimum immunization requirements are 4 DPT injections, 4 doses of oral or injectable polio vaccine, and 2 immunizations against rubella, measles, and mumps after the first birthday along with 3 Hepatitis B injections. Kindergartners entering school beginning in 2010-2011 must also have 2 varicella vaccinations. The only children who are exempt are those with a medical or religious/philosophical exemption on file at the school. Under the law (3313.671), children may be admitted to school if they are "in the process" of completing the required immunizations. "In

the process" means they have already had a minimum of 1 DPT and 1 polio and immunization against measles, rubella, mumps and 1 Hepatitis B. Children who are not exempt and who are not "in the process" will not be admitted until they qualify. 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.

### **INTERNET SAFETY: ACCEPTABLE USE AND POLICY FOR THE COMPUTER NETWORK**

The Parma City School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Refer to Policy #7540.03 to read in its entirety.

### **INTRAMURALS/EXTRA-CURRICULAR PROGRAMS**

John Muir is proud to offer our students the opportunity to participate in a variety of extra-curricular programs. Programs include Choir, Band, Orchestra and Student Council. Further information will be made available by the directors of these fine programs throughout the school year.

### **LOST AND FOUND**

Lost and found items are stored on a table outside of our cafeteria. Valuable items are turned in to the office. Parents should label lunch boxes, hats, coats, tennis shoes, gloves, and other items with the child's name so that lost items can be easily returned.

### **PARENT RIGHT TO KNOW**

You may request information regarding the professional qualification of your child(ren)'s classroom teacher and paraprofessionals. This information is also available on the Ohio Department of Education's website [www.ode.state.oh.us](http://www.ode.state.oh.us). Click on Teaching in Ohio.

### **PARENT TEACHER ASSOCIATION (PTA) MEMBERSHIP**

John Muir Elementary has a strong and supportive PTA. They bring many special family activities to our school. There are a variety of ways to assist the PTA's mission and we encourage all families to join our wonderful PTA!

### **PLEDGE OF ALLEGIANCE**

The Board believes one's appreciation of country is promoted by the ceremonies and observances held in the schools and that the United States Flag is a symbol of our democratic heritage, ideals and freedom.

The Board believes oral recitation of the Pledge of Allegiance helps students learn and reinforce these principals; therefore:

- A. All students in grades kindergarten through 12 will orally recite the Pledge of Allegiance daily as determined by the building administrator;
- B. The Board recognizes that beliefs of some persons prohibit participation in the Pledge of Allegiance; therefore, persons holding such beliefs are excused.

It is a sign of respect for these ceremonies to be performed while standing attentively with hats removed.

### **RECESS DURING THE WINTER MONTHS**

During the winter months, a general practice is that students spend some recess time outdoors if the *actual* temperature is 20 degrees or above. Of course, inclement weather conditions are always an important factor in our decision making. During the winter months, please make sure your child(ren) are dressed properly for the noon recess time. Please have them dress with warm coats, hats, gloves and boots.

### **RESIDENCY**

Parents must be a resident of the Parma City School District **and** the John Muir attendance area in order for their children to attend our school, unless an Adjustment Transfer has been approved from another attendance area within the Parma City School District. **State law** is very clear about these residency laws--most school districts have very strict residency guidelines and laws. If a family moves out of the community, parents must notify us **immediately** so that arrangements can be made to enroll your child at a new school. If you have any questions, please call our Student Services Department at (440) 885-8794, or feel free to call the principal at (440) 885-2424.

### **SAFETY DRILLS**

For the safety of your children, fire and tornado drills are held periodically. Children will be expected to conduct themselves in a quiet and orderly manner. Evacuation procedures and locations are posted in each classroom. All students will be taught by the teacher the proper way of protecting themselves during a fire or tornado.

### **SAFETY PATROL**

A designated staff member is in charge of this group of fifth and sixth grade students. They are chosen for their ability to accept the responsibility of assisting the adult guards outdoors and indoors at arrival and dismissal times. These young people are outside in all kinds of weather to aid in the safety of your children. Please offer your support and kindness to our safety patrol.

### **SCHOOL CLOSING**

In case of severe weather or calamity requiring school to be closed, the official announcements are made over radio station WTAM (1100) and most other local radio stations. Local television

stations are also be notified. Closing information is also posted on our district's web page at <http://www.parmacityschools.org>. We do ask that you **do not call John Muir School**.

In rare cases, school may need to be dismissed early because of calamities such as water main breaks, gas leaks, furnace breakdowns, and blizzards. Please discuss such events with your child, and please have contingency arrangements made with neighbors, hidden keys, etc. in the rare event school must be closed early. Radio and television stations will be notified on these occasions.

### **SCHOOL HOME LIAISON**

A school home liaison is available in every school building. The home liaison will work with students, provider agencies, school staff, community services, and families to eliminate barriers to school attendance and success.

### **SCHOOL MEDIA CENTER**

The John Muir Media Center is open and available to all our students. Students are encouraged to borrow books for class assignments, research, and pleasure reading. Students are asked to remember that the books are their responsibility. The books should be kept neat, clean, in good condition, and returned on time.

### **STUDENT FEES**

Payment of school supply fees is necessary to help defray the cost for certain consumable materials supplied to the students throughout the year. Checks should be made payable to John Muir Elementary School.

Kindergarten	\$40.00	*Prices are subject to change.
Grades 1-6	\$45.00	

School supply fees must be paid before November 1<sup>st</sup>. Unpaid school fees are cumulative from year to year. Unpaid fee balances will be sent to a collection agency on a periodic basis.

### **SURVEILLANCE CAMERAS**

Cameras are used to observe school activities and digital and tape recordings may be used as evidence for disciplinary action.

### **TELEPHONES**

The office telephone is available to students for emergency calls and for communication with parents when other unavoidable circumstances arise. Students are not permitted to use the phone to ask parents to bring a forgotten article or assignment to school as students need to develop responsibility for coming to school prepared. Students are not permitted to use the office phone without a phone pass from a teacher.

### **TEXTBOOKS**

Textbooks are issued to each student at the beginning of the school year and collected at year's end. Students are responsible for keeping textbooks in good condition. Parents will be asked to pay for any damaged or lost books. All hardbound books should be covered.

## **TITLE ONE COMPACT**

It is required at schools which are supported by Title I funds, that a compact be on file for each student in the school office. The compact is a set of guidelines to follow to ensure success during the school year. This compact must be signed by the student and a parent/guardian at the onset of the school year. The compact will also be signed by the school's Title I teachers and the principal. The Title program is school-wide affecting every student enrolled at John Muir Elementary.

## **TRANSPORTATION**

It is the policy of the Board of Education to provide transportation for those students whose distance from their school makes this service necessary within the limitations established by State law.

Children living beyond the following walking limits shall be entitled to bus transportation:

Grades K through 4	2.0 miles
Grades 5 through 7	2.0 miles
Grade 8	2.0 miles

Mileage requirements for students in grades kindergarten through eight (8) as determined by State Law and the board shall be determined as follows:

“Measurement of distance originates at a point on the traveled portion of the roadway nearest the primary entrance to the place of residence and then along the most direct route transferable by motor vehicles to the school bus loading area nearest or opposite the entrance door used by students transported.”

Exceptions to the foregoing limits may be made in the case of a temporarily or permanently disabled child who has been so certified by a physician.

The Board may also make exceptions to the established areas for various reasons. See Policy 8600 for exceptions.

If your child is eligible for bus transportation, a bus schedule will be mailed to your home. Any questions regarding transportation should be directed to the transportation supervisor at 440.885.8324 or 440.885.8336.

## **School Bus Rules**

Students must be designated bus riders to ride to and from school on the bus. In order for your child to ride the bus or ride another bus to go to a friend's house, parents must first contact the Transportation Department (440-885-8336) in advance. The Transportation Department will then notify the bus driver. In addition, parents will need to send a written permission note to the school office. This should only occur when absolutely necessary.

Our students may ride school buses for field trips and other school activities. Our primary concern is the safety of our students. The bus driver is in complete charge of the students and has the right to expect "classroom conduct" on the school bus. Serious difficulties will be reported to

the principal and transportation supervisor, and students demonstrating poor behavior will receive a Bus Incident Report. Continued disruptive behavior may result in suspension of bus riding privileges and other disciplinary measures.

### **Walking Students**

Students walking to school should cross main intersections only where adult guards are posted. Students must obey Safety Patrol members in all matters of safety.

### **Bicycles**

Students who wish to ride their bicycles to school will have permission granted under the following conditions:

- Students must "walk" their bicycle on sidewalks that are on and next to school property.
- Parents understand that the school is not responsible in any way for the damage or theft of a bicycle. Please make sure these items are covered under your own personal insurance.
- All bicycles must be chained and locked to the bicycle rack in the school yard.

*We reserve the right to revoke this privilege at any time if a student does not act responsibly.*

**Roller blades, heelies, skate boards, and scooters are not allowed at John Muir Elementary School. These items cannot be safely secured in the building and create damage to our school floors.**

### **VISITING OUR SCHOOL**

Parents and visitors are always welcome at John Muir Elementary School. All visitors should park their vehicle in the parking lot and enter the front door after using the intercom mounted to the right of the front door. We have a camera located by this entrance, and the door will be unlocked through a buzzer in the office, once the intent and identification of visitors has been determined. All visitors should then report directly to the office.

**State law requires that all parents, visitors, and volunteers report to the office, sign in, and obtain a visitor's badge. Parents are not to go to the classrooms without the permission of the office staff or an appointment with a teacher. Please be prepared to show a photo I.D.**

If parents need to speak with a teacher, we ask that they write a note or call the school office to schedule an appointment. Parents are asked and urged not to "drop-in" on teachers for conferences without appointments. A scheduled conference allows for a much more positive resolution to parental questions and concerns.

Please know that for the safety of our students, staff may question any visitor who is in the building to determine the intentions of any unknown person.

### **DISTRICT VISITOR GUIDELINES**

The Board of Education welcomes visits to school by parents, other adult residents of the community and interested educators. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to enforce visitor parameters.



The superintendent / principal or designee has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the administrator is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

To ensure that no unauthorized persons enter buildings, all visitors to schools will report to the school office when entering to receive authorization before visiting elsewhere in the building. Rules regarding entry of persons other than students, staff and faculty upon school grounds or premises shall be posted at or near the entrance of such grounds or premises if there are no formal entrances, and at the main entrance to each school building. In addition, the rules shall be posted in a central location in each school and made available to students, upon request. Classroom visits must be scheduled at least two (2) school days in advance. While reasonable efforts will be made in scheduling classroom visits, the building administrator will exercise discretion to ensure no disruption to the educational process.

#### **ACHIEVEMENT AND STANDARDIZED TESTING INFORMATION**

Our students participate in several different testing programs which serve to enhance our knowledge of each student. The Fall OAA TESTS will take place in early October and the Spring OAA tests will take place in April. A letter with more specific dates will be sent home during the school year.

#### **CHEATING/ACADEMIC DISHONESTY**

Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others assignments, quiz or test answers, and plagiarism. Students who violate this policy will receive zero credit for assignments or work involved. Repeated offenses will result in consequences.

#### **GRADING POLICY**

The grading periods are divided into four nine-week intervals. Grades one through four will receive report cards at the close of each grading period. Kindergarten students will receive a grade card every eighteen weeks, but teachers will be in frequent contact with parents regarding their child's progress.

Parents will be notified of their child's progress through the use of daily or weekly folders, written comments on assignments, telephone and in-person conferences, report cards and/or interim progress reports. Interim progress reports will be sent home at the classroom teacher's discretion at the midway point of each grading period.

The Board of Education recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents judge properly how well the student is achieving the goals of the District's program.

The Board believes that the District's grading system should be a reliable system and one that ensures each student's grades signify accurately his/her degree of accomplishment of those expected learning outcomes which are to be stated for each program at every grade level, kindergarten through twelve.

## **SCALE**

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	59% and below

### **A (100-90)**

- Superior knowledge and application of skills and subject matter
- Thoroughness in daily work
- Worthwhile contributions to class discussions
- Ability to arrive at valid conclusions
- Consistently high test grades

### **B (89-80)**

- Good knowledge and application of skills and subject matter
- Thoroughness in required work
- Worthwhile contributions to class discussions
- Independence in preparing work
- Above average test grades

### **C (79-70)**

- Adequate knowledge of subject matter
- Completion of required work
- Participation in class discussions
- Ordinary development in attitudes and study habits
- Average test grades

### **D (69-60)**

- Insufficient knowledge of subject matter
- Participation in class discussion when called upon
- Low test grades

### **F (59-0)**

- Unsatisfactory knowledge of subject matter
- Assignments below standard
- Inadequate participation in class
- Below 64 in test grades

## **SCALE II**

0..... Nearly always displays appropriate behavior and/or demonstrates excellent skills.

S+ .. Usually displays appropriate behavior and/or demonstrate good skills.

S .... Shows growth appropriate behavior and/or skills.

S- ... Some of the time shows growth in developing appropriate behavior and/or adequate skills.

N.... Needs improvement

U.... Rarely displays appropriate behavior and/or demonstrates adequate skills.

### SCALE III

4.....Exceeds grade level expectations

3.....Meets grade level standards

2.....Progressing towards grade level standards

1.....Needs Improvement

### **HOMEWORK**

The Board acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools.

“Homework” shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school.

John Muir school faculty believes homework is a meaningful method for supplementing classroom instruction. Homework is a necessary tool for bridging the gap between one day’s lesson to the next.

Homework is assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been taught, and complete projects. Home study assignments also afford a way for parents to acquaint themselves with the school instruction and their children’s understanding of the taught concepts.

Homework is not used for disciplinary purposes. Within the framework of overall instructional plans, the amount and type of homework given is decided by the classroom teacher with care taken not to overburden the students.

The purpose of homework is to enrich the learning experience, to reinforce lessons by applying skills introduced in the classroom, and to make use of out-of-school resources.

When homework is used as a learning tool, students are involved in learning how to critique their own work based on clearly-defined criteria related to the particular program or subject.

Assignments utilizing the gathering of information through electronic or other means should be previewed by the teacher. The teacher will provide previewed “safe” sites deemed by the teacher as appropriate to the age and maturity of the student.

A reasonable time for make-up of missed assignments is one (1) day for each day absence.

### **HOMEWORK GUIDLINES**

The following should serve as a general guideline for compulsory homework assignments being completed in any one evening:

- K-3 - approximately 20 - 30 minutes
- 4 - approximately 45 - 60 minutes

**\*\*PLEASE NOTE:** Keep in mind that due to flexible scheduling on any given day, the amount of homework will fluctuate from day to day.

- Students involved in either instrumental lessons or special services, such as speech or remedial reading during class time will be responsible for any assignments given during the time the student is out of the regular classroom.

### **HOW TO HELP YOUR CHILD AT HOME**

- **Provide a Study Area:** The specific room chosen for homework makes little difference. The atmosphere in that room, however, is important. The child should have an area that has good lighting, proper seating and sufficient space to place materials. Distractions such as radio, TV or other children should be kept away. Reference materials such as a dictionary, atlas and encyclopedia are helpful.
- **Provide a Specific Time Period:** Provide your child with a specific time period each day for homework. You may want to establish firm rules against using the phone, watching TV, listening to music or participating in certain activities until homework is done. (**NOTE:** Distractions within the home will result in additional time needed to complete homework).
- **Think Positively:** Homework assists your child's progress **in** learning. Do not pressure your child just for grades. Try to get him/her to see the value of the knowledge they are trying to acquire. Do not tell your child he/she does not have to complete work he/she does not want to do, and do not do the work yourself. **Give as much assistance as possible, but remember that the homework is your child's responsibility.**
- **Call the Teacher:** If your child is having difficulty with homework, a call to the teacher will often clarify or solve the problem. Try not to complain to your child about the homework. This may cause him/her to lose confidence in the teacher or lose interest in schoolwork. If your child seems to have too much homework, check with the teacher.
- **Watch for Signs:** If your child is having difficulty completing homework, check his/her study habits. Moving lips when reading, writing slowly or unclearly and using poor study skills is signs your child may have problems that reduce his/her ability to get homework

done. Help him/her work on these areas. Your child could be having personal problems unrelated to the schoolwork. If so, help/her deal with these distractions.

- **Supervise Homework:** Make sure your child has enough time, understands directions and works carefully. Your supervision and discipline will gradually help him/her develop his/her own discipline towards homework.
- **Help Get the Homework Habit:** When your child does not bring work home, find out if he/she is completing it in school, forgetting it or failing to bring it home. Get your child into the habit of doing homework. **NOTE: Utilization of time within the classroom is imperative to timely completion of assignments. Improper use of time may result in these assignments being completed at home, thus extending the normally allotted time for homework.** To further emphasize the homework habit, an assignment notebook will be provided for students in the second through fourth grade. Please check this daily.

*However, if you find your child actually has little or no homework to do--relax. Learning is not how much time a child puts in at home or how many homework papers he/she completes, but the understanding that develops from what he/she does.*

## **ATTENDANCE**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session.

In accordance with statute, the Superintendent or his/her designee, shall require, from the parent/guardian of each student or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence. Medical documentation may be required by administration at any time to verify medical or excessive absences for illness.

Repeated infractions of Board policy on attendance may result in suspension or expulsion.

The following are the only reasons for being absent as defined by law and adopted by this Board:

- A. Illness of the child. (The approving authority may require the written statement of a physician/mental health professional if it is deemed appropriate.)
- B. Illness in the family necessitating the presence of the child. (The approving authority may require the written statement of a physician and an explanation as to why the child's absence was necessary, if it is deemed appropriate.)
- C. Quarantine of the home. (The absence of the child from school under this condition is limited to the length of quarantine as determined by the proper health officials.)

D. Death of a relative. (The absence arising from this condition is limited to a period of three (3) days unless a reasonable cause may be shown by the applicant child for a longer absence.)

E. Medical or dental appointment. (The approving authority may require the written statement of a physician or dentist if it's deemed appropriate.)

F. Observance of religious holidays. (Any child shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs.)

G. College visitation. (The approving authority may require verification of the date and time of the visitation by the college, university, or technical college.)

H. Emergency or other set of circumstances in which the judgment of the Superintendent/designee constitutes a good and sufficient cause for absence from school.

I. Out of school suspension as assigned by appropriate administration.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

Consistent with statute, the following definitions shall apply:

A "habitual truant" is any child "of compulsory school age" (between ages 6 and 18) who is absent without a legitimate excuse for five (5) or more consecutive school days, seven (7) or more school days in one (1) school month, or twelve (12) or more school days in a school year.

A "chronic truant" is any child of "compulsory school age" who is absent without a legitimate excuse for seven (7) or more consecutive school days, ten (10) or more school days in one (1) school month, or fifteen (15) or more school days in a school year.

In addition, the Board of Education authorizes the Superintendent/designee to file complaints in juvenile court jointly against the chronic truant child and the parent, guardian, or other persons having care of the child. Failure of the parent to complete the required truancy education program may result in referral to the law enforcement authority for neglect, a fourth class misdemeanor if found guilty.

Vacations are discouraged during the school year. However, in some cases family vacations may occur during the school year. In this case advanced requests to have an absence excused must be submitted five (5) school days prior to the vacation. Excused vacation days may not exceed five (5) school days during the school year. Students will be obligated to complete assignments to insure no interruption in education upon their return.

Refer to Policy #5200 to read it in its entirety.

In accordance with Ohio's Missing Child Law, the following attendance procedures will be followed:

Parents must call the school on the day a student is absent. Parents should call the John Muir office (440) 885-2424 on each day of the absence between 8:15 AM and 9:30 AM. Voice mail is available 24 hours. If a child has an extended illness (chicken pox, flu, etc.) parents only need to call the school on the first day of the absence and give an estimation of the duration of the illness. Parents also need not call if a child is on vacation, provided the vacation and the dates of absence have been approved in advance by the principal. Please note that if a student is absent and the school has not been notified, the school will attempt to call the parents at home or at work to confirm the child's absence.

Serious attendance and tardiness problems will be referred to the Parma City Schools Attendance Officer.

**Half-Day Absence:** Students who are late to school by two or more hours, leave two hours early or leave during the day for two or more hours will be marked absent for one-half day.

A student who is absent from school for more than 29 days will be considered for retention at the same grade level. School Administration will communicate with students and parents to promote excellent attendance. The following sequence of communication will be implemented upon specific numbers of absences.

Ten (10) absences will initiate a letter.

Fifteen (15) absences will initiate a second letter indicating the referral for mediation/court referral.

Twenty (20) absences will initiate a letter to contact the district's attendance liaison

Should there be extenuating, compelling circumstances, the building principal will have the discretion to authorize absence from school for more that 29 days without the student having to repeat the grade level.

### **MAKE UP WORK**

Make-up work is the student's responsibility. Assignments missed during the absence must be made up. Parents can request work for a child while he/she is ill at home when they call in their child's absence for the day.

If you call before 10:00 AM, assignments will be ready the same day. Please note that it does take time for the teachers to prepare these assignments, thus the need for early notification. You may pick up assignments after 3:30 PM in the school office. Students will be given one day per each day's absence to complete makeup work. Work not completed within this time will result in a failing grade.

### **PHYSICAL EDUCATION/RECESS EXCLUSION**

Students must have a note from their parents in order to excuse the student from participating in recess or physical education class. Should the student need to be excluded from recess or physical education for an extended length of time due to an illness or injury, a physician's note stating the reason and length of exclusion must be brought to school.

### **TARDINESS**

Students are considered tardy at 9:20 AM. Our students need to be in their classrooms, ready to begin working prior to 9:20 A.M. to insure that their day gets off to a smooth and organized start.

Tardy students must report to the office and sign in prior to going to his/her classroom. Students should have a note explaining the reason for the tardiness. Frequent tardiness will result in disciplinary action. Students will be considered to be absent for one-half (1/2) of a school day if they arrive, leave early, or miss two (2) educational hours.

### **WITHDRAWAL**

If you are considering moving to another school district, it is important that parents come to school and formally withdraw the child from school. The Missing Child Law requires that parents present the new school with a birth certificate, immunization records, and custody documents along with a copy of a withdrawal document from the school from which the student is transferring. If parents do not present these documents, the new school has the right to notify law enforcement officials, as this could be a "missing child" case. This law seems drastic, but it is in effect!

Therefore, when you are moving, please take the following steps:

Notify the school at least 24 hours in advance so paperwork can be prepared.

Return all school-owned books, materials and equipment.

Resolve all fees and fines with the school.

School records will be mailed directly to the new school when a signed release form is received from the new school, providing all financial obligations with the Parma City Schools have been met.

### **DIRECTORY INFORMATION**

In keeping with Board of Education policy, ORC Sec. 3319.321 and the Family Education Rights and Privacy Act (FERPA), the Parma Board of Education has authorized the release of directory information without parental or student (if the child is 18 or older) consent only in the following circumstance: "Names and addresses of students in grades ten through twelve shall be released to a recruiting officer for any branch of the United States armed forces who requests such information..." The Board will release such information regarding tenth through twelfth grade students to military recruiters, unless the student or the student's parent, guardian, or custodian submits a written request not to release such data.

The Parma Board of Education policy defines "directory information" as including:

- Student's name
- Address
- Telephone number (unlisted numbers shall remain confidential)
- Date and place of birth
- Major field of study or participation in officially-recognized activities and sports
- Weight and height if member of an athletic team
- Dates of attendance
- Date of graduation
- Awards received
- Honor rolls and scholarships

If student/parent does not desire this information to be released, the request to withhold such information should be made in writing by November of the current school year. **Please include your child's complete name, his/her grade, and the school he/she is presently attending.** Send your letter to:



Director of Student Services  
Parma Board of Education  
5311 Longwood Avenue  
Parma, Ohio 44134

Late student registrants must request removal of their names, in writing, within thirty days after registration.

At the end of the deadline period, each student's records will be appropriately marked by the custodian of the records to indicate the items which the district will designate as directory information about the student. This designation will remain in effect until modified by the written direction of the student's parent or the eligible student.

### **DISTRICT GRIEVANCE PROCEDURES: STUDENT CIVIL RIGHTS COMPLAINTS** **TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES**

In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes the Parma City School District or any of the District's staff, teachers and administrators have inadequately applied the principles of and/or regulations of **Title VI** of the Civil rights Act of 1964 (race, color, national origin), **Title IX** of the Education Amendment Act of 1972 (sex/gender), and **Section 504** of the Rehabilitation Act of 1973 (disability), s/he may bring forward a complaint which shall be referred to as a formal grievance. However, whenever possible and practical, an informal solution to the alleged grievance is encouraged and should be attempted at the principal or supervisory level. An informal grievance with the above-mentioned administrator does not require parents/ guardians.

#### **Grievance Process**

Step 1 – Any student (assisted by parent/guardian) with a complaint not resolved by informal conferences may communicate in writing this concern to the principal or the principal's designee within ten days of the incident.

Step 2 – If the principal or designee is unable to resolve the complaint to the student's satisfaction within ten days after the request, the student (assisted by a parent or guardian) may submit a letter of grievance to the Director of Student Services who will respond within ten days.

Step 3 – If the student (or parent/guardian) filing the grievance letter is dissatisfied with the decision rendered by the Director of Student Services, the student (or parent/guardian) may appeal the decision in writing to the Superintendent for review. Such appeals must be made within ten days following receipt of the decision of the Director of Student Services. The decision of the Superintendent shall be final.

Please note that a student who is eighteen (18) years of age or older may utilize the grievance process in his/her own right.

### **PERMANENT STUDENT INFORMATION**

#### **STUDENTS RECORDS AND PRIVACY**

The parents/guardians of a student under the age of 18 or each student who is 18 years of age or older have the right to review and question the contents of a student's official school records. Requests to review records should be made in writing to the school principal.

If requested, parents/guardians of a student under the age of 18 or each student who is 18 years of age or older are entitled to a hearing to challenge the contents of the records and to have corrected or deleted any inaccurate or misleading information. They also may have a written statement concerning the records inserted into the student's file.

The information contained in a student's record is, with few exceptions, considered confidential and cannot be released without written agreement by a parent/guardian or the student who is 18 years of age or older. Access to records will be afforded upon reasonable timelines as established by law. Appropriate fees will be charged for the cost of handling and reproduction.

Parents may choose to provide a simple letter requesting that a student's name, address, and phone number be removed from the list that the district is required to release (According to the National Defense Authorization Act of 2002).

***School personnel may show or turn over records without such permission to:***

- Other officials of the same school system;
- Officials of other schools in which the student seeks or intends to enroll;
- Certain federal, state, and local authorities performing functions authorized by law;
- Court of law enforcement officials, if the school is under subpoena or court order;

\*NOTE: Legal definition of a school official includes any person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or a support staff member; a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task (including volunteers).

This rule does not apply to records made and kept by one person, such as a psychologist or social worker, which are not shared with anyone but a person serving as his or her substitute.

\*Both the No Child Left Behind Act of 2001 and the National Defense Authorization Act of 2002 reflect requirements that provide access to the military for juniors and seniors directory information.

The Parma City School District has the responsibility for the security and confidentiality of all student records. No records will be released to any person, institution, or agency without written consent of the student (if of age) or parent/guardian. It is the responsibility of the parent or student to designate which specific records are to be released.

Certain records will be maintained indefinitely on microfilm. These records are listed below:

- a. Census information
- b. Transcript of grades
- c. Individual test scores
- d. Psychological records
- e. Medical records—vision & hearing screening, immunization records (7 years after graduation)
- f. Individualized Education Plan

All other records in student folders will be destroyed at the time the above records are put on microfilm and after Board and State approval – approximately two years after student graduates or withdraws from school.

The parent/guardian has the right to review any of this material prior to its destruction if an appointment is previously arranged.

Report Cards Go Home-November 12, 2013-1<sup>st</sup> quarter

January 27, 2013-2<sup>nd</sup> quarter

April 4, 2014-3<sup>rd</sup> quarter

June 9, 2014-4<sup>th</sup> quarter

### **RIGHTS OF HOMELESS PARENTS AND THEIR CHILDREN**

Students entering the district and those currently enrolled who have changed living conditions, arrangements or locations are entitled to special services and permission to attend under the McKinney-Vento Homeless Act. Contact the Office of the Homeless Liaison at 440-885-8334 or the Ohio Department of Education website ([www.ode.state.oh.us](http://www.ode.state.oh.us) /keyword: homeless students) for more information.

### **RIGHTS TO AN EDUCATION**

Ohio law provides for free education for youth in the school district in which their parents reside providing the students are **at least five but under twenty-two years of age**.

The Parma City Schools must, therefore, provide schooling to such students who choose to attend the public school and successfully progress until the time of their graduation.

### **MARRIAGE, PARENTHOOD, PREGNANCY**

The right of any person to participate fully in classroom instruction and extracurricular activities shall not be denied because of marriage, pregnancy or parenthood. A pregnant student may receive excused absences from school when it becomes medically necessary.

### **RIGHT TO PRIVACY**

The parents/guardians of a student under the age of 18 or each student who is 18 years of age or older have the right to review and question the contents of a student's official school records. Requests to review records should be made in writing to the school principal.

If requested, parents/guardians of a student under the age of 18 or each student who is 18 years of age or older are entitled to a hearing to challenge the contents of the records and to have corrected or deleted any inaccurate or misleading information. They also may have a written statement concerning the records inserted into the student's file.

The information contained in a student's record is, with few exceptions, considered confidential and cannot be released without written agreement by a parent/guardian or the student who is 18 years of age or older. Access to records will be afforded upon reasonable timelines as established by law. Appropriate fees will be charged for the cost of handling and reproduction.

Parents may choose to provide a simple letter requesting that a student's name, address, and phone number be removed from the list that the district is required to release (According to the National Defense Authorization Act of 2002).

***School personnel may show or turn over records without such permission to:***

- Other officials of the same school system;
- Officials of other schools in which the student seeks or intends to enroll;
- Certain federal, state, and local authorities performing functions authorized by law
- Court of law enforcement officials, if the school is under subpoena or court order;

\*NOTE: Legal definition of a school official includes any person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or a support staff member; a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task (including volunteers).

This rule does not apply to records made and kept by one person, such as a psychologist or social worker, which are not shared with anyone but a person serving as his or her substitute.

\*Both the No Child Left Behind Act of 2001 and the National Defense Authorization Act of 2002 reflect requirements that provide access to the military for juniors and seniors directory information.

**SEARCH FOR STUDENTS WITH DISABILITIES**

The Parma City School District is in the process of identifying, locating and evaluating children with disabilities from birth through age 21.

A disability for school-age children means a person having such conditions as Autism, Multiple Disabilities, Deaf-Blindness, Hearing Impairment, Visual Impairment, Speech or Language Impairment, Orthopedic Impairment, Emotional Disturbance, Mental Retardation, Traumatic Brain Injury or Specific Learning Disability.

Any of these deficits may be documented through a multifaceted evaluation, which is provided by an assessment team from the school district. Contact the Director of Special Education, at 440-885-8788, if you know of a child who may have a disability.

## **SEXUAL AND OTHER FORMS OF UNLAWFUL**

### **ANTI-HARASSMENT**

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all school district operations, programs and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, sexual orientation, gender identity or any other unlawful basis, and encourages those within the school district community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment, and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Refer to Policy #5517 to read in its entirety

The Board of Education recognizes that a student has the right to learn in an environment untainted by sexual or other forms of unlawful harassment or discrimination. Unlawful offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the District. Sexual and other forms of unlawful harassment will not be tolerated.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited harassment includes conduct which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, sexual orientation, gender identity, religion, race, color, national origin or ancestry, age, and/or disability.

The harassment by a student of a staff member, fellow student of this District or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any student who is found to have harassed a staff member or third party or student will be subject to discipline in accordance with law and the Student Code of conduct. (Board Policy 5517)

In accordance with Policy 5517, the student should:

- A. Tell the harasser clearly that you do not like the behavior and that you expect it to stop immediately. (Many times this is all that is needed to stop it.)
- B. As soon as you are able, write down the details of the incident so that you will have a record.
- C. Tell a staff member about the problem so they can observe, and, if necessary, support your claims.

- D. If the harassment continues, notify your counselor, teacher, and/or principal as soon as possible.
- E. Complete a written complaint for your principal or assistant principal.

Principals shall make every effort to resolve student concerns, including referring violators to the Director of Student Services for disciplinary action. The Principal will:

- A. Protect the confidentiality of the student who files a complaint;
- B. Encourage the reporting of any incidents of sexual or other forms of harassment;
- C. Protect the reputation of any party wrongfully charged with harassment.

### **STAFF MEMBER HARASSMENT OF A STUDENT**

If a student reports that he/she is being harassed by a member of the staff, the matter is to be reported immediately to the principal who shall then contact the Director of Student Services. If deemed necessary, the Director of Student Services shall arrange promptly for a proper investigation by an agency that is experienced in such investigations. In addition, the principal, upon receiving the complaint from a minor student or his/her parents shall determine if the harassment may constitute child abuse and, if so, follow the child-abuse reporting procedure.

### **BULLYING HARASSMENT AND INTIMIDATION**

In accordance with Policy 5517.01, harassment, intimidation, or bullying behavior by any student/school personnel in the Parma City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts. i.e., Internet, cell phone, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of student's personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

### **GRIEVANCE PROCESS**

Any student, employee or third party who has knowledge of conduct in violation of Policy 5517.01 or feels he/she has been a victim of aggressive behavior and/or bullying in violation of Policy 5517.01 is encouraged to immediately report his/her concerns.

All complaints will be promptly investigated in accordance with the following procedures:

Step 1 – Any complaints, allegations, or rumors of aggressive behavior and/or bullying shall be presented to the building principal or assistant principal or the Superintendent. Students may also report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator or Board of Education official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. Information may be initially presented anonymously. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates. If the person filing the formal complaint is an adult, he/she must sign the charge affirming its veracity. If the person filing the formal complaint is a minor, he/she may either sign the charge or affirm its veracity before two (2) administrators.

Step 2 – The administrator/Board official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The administrator/Board official will arrange such meetings as may be necessary with all concerned parties within five (5) workdays after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The administrator/Board official conducting the investigation shall notify the complainant and parents as appropriate, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent or designee.

Step 3 – If the complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the Superintendent or designee. Such appeal must be filed within ten (10) workdays after receipt of the Step 2 decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's appeal within ten (10) workdays of the appeal being filed.

## **BEHAVIOR EXPECTATIONS**

Our goal at John Muir is to continually work with our students so they will develop self-discipline and the ability to accept responsibility for controlling their behavior. We will consistently strive to create an atmosphere where children learn to relate with others in a polite and positive manner. When difficulties are encountered, we will deal with them in a fair and individual manner. When more serious behavior occurs, parents will be informed, and the privilege of school attendance may be removed for a period of time. Our school rules are listed below so that you may review them with your child.

### **School Expectations:**

1. I will keep my hands, feet and objects to myself.
2. I will use kind words and actions.

3. I will raise my hand for permission to speak or leave my seat.
4. I will be prepared with the necessary supplies and assignments.
5. I will follow directions the first time they are given.

### **DISTRICT CODE OF CONDUCT**

Suspension and expulsion may be used for violations of the Student Code of Conduct. Principals, deputy principals, and assistant principals may take disciplinary action including suspension in response to violations. These administrators may suspend a student for a period not to exceed ten (10) school days per violation. The most severe action may not necessarily be used. Principals will make the recommendation of the expulsion penalty to the Superintendent. Only the Superintendent may expel a student from school.

The term “school” refers to all instances when the student is under the authority of the school, the term “property” refers not only to school-owned property but to any property, public or private, which may be damaged during the period when the student is under the authority of the school.

Students are considered to be subject to the authority of the school when they are at school related or school sponsored events even though those activities may not take place at an actual school. Some examples include athletic meets and games, field trips, contests, and concerts. Offenses which occur at such events will be subject to the same penalties as offenses that occur in school.

Senate Bill 1 (School Safety Zones) expands the district’s authority to suspend and expel students for misconduct that occurs off of district property but, is connected to activities or incidents that have occurred on district property or school related functions. This includes misconduct by a student that regardless of where it occurs is directed at a district official or employee or the property of an official or employee.

Students, after required due process as specified in Ohio Revised Code 3313.66, found to have violated this code may be expelled by the Superintendent. The Superintendent may expel a student for a period not to exceed eighty (80) school days. Based on Ohio Revised Code Section 3313.66, and Board Policy 5610 - Expulsion, students who bring firearms on to school property, in a school vehicle, or at any school-sponsored event **shall be expelled for ONE CALENDAR YEAR**. Students who bring knives onto school property, in a parked vehicle on school property, or at any school sponsored activity **may be expelled for ONE CALENDAR YEAR**. This includes any adult crime that a student may commit while under the custody and control of the school or at any school related function. Students will receive no grades for school work during an expulsion. Students are officially withdrawn during an expulsion.

Expulsion will result in a loss of academic credit. This includes loss of credit at any college or university post secondary or alternative program.

Additionally, students who are expelled for a violation of this section, have reached their sixteenth birthday, have been convicted or adjudicated delinquent of a violation of O.R.C. 3316.662, may be subject to permanent exclusion from school. (Board Policy 5610.01)



Special Education students require a manifestation determination and team review prior to disciplinary action regarding expellable offenses.

### **CODE OF CONDUCT OFFENSES**

The Parma Board of Education hereby established the following categories of misconduct as those which may result in disciplinary action(s) which are not limited to and may include: detention, Saturday School, parental contact, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion from the Parma City School District. Appropriate due process will be followed according to Ohio Revised Code 3313.66.

#### **01 TRUANCY**

**01A Leaving the Building Without Permission** – a student will not leave the building at any time without permission of an administrator. This includes going to a car in the parking lot.

**01B Truancy** is an unexcused absence from school.

“Habitual truant” means any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a school year.

“Chronic truant” means any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for seven or more consecutive school days, ten or more school days in one school month, or fifteen or more school days in a school year.

#### **03 FIGHTING / VIOLENCE**

Fighting/violence is mutual participation in an incident involving physical violence.

**03A Aggressive Behavior** – a student shall not hurt another person either physically or psychologically. A student shall not threaten another person with physical violence, loss of property or coercion by any means.

**03B Assault** – a student shall not attack any other person, or behave in such a manner that would cause, or threaten to cause, injury to any other person.

**03C Fighting** – a student shall not fight, hit, punch, kick, push, physically confront, or in any way cause or attempt to cause physical injury to another person. A student shall not instigate or encourage fighting. If a student who is engaged in a fight, and, in the course of fighting, strikes, pushes, and/or physically restrains a staff member who is attempting to intervene, such actions may be regarded as a separate violation, specifically an assault and may result in a police report and appropriate disciplinary consequences. In such instances, the staff member retains the right to pursue legal remedies in the civil and criminal courts independent of the actions(s) taken by the school district.

#### **04 vandalism/ damage to school or personal property**

Vandalism is the willful destruction or defacement of school or personal property.

**04A Vandalism/Damage Personal Property Staff/Student**

**04B Vandalism/Damage School Property**

**05 theft/ stealing personal or school property**

Theft is the unlawful taking of personal property belonging to another person.

**05A Extortion** – a student shall not force or attempt to force any person to give up anything of value by means of any expressed or implied threat, harassment, intimidation, or injury to person, property, or reputation.

**05B Possession of Stolen Property** – a student shall not knowingly receive, obtain, possess, conceal, or dispose of stolen property.

**05C Robbery** – a student shall not take another person’s property by force or threat of force.

**05D Theft** – a student shall not take, or attempt to take, property which does not belong to the student.

**06 use, possession, sale or distribution of a firearm**

A firearm is any weapon, including a starter gun, which is designed to expel or may be readily converted to expel a projectile by the action of an explosive. This includes, but is not limited to: the frame or receiver of any weapon described above, any firearm muffler or firearm silencer, or any destructive device which includes (a) any explosive, incendiary, or poison gas, including: 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 a similar device. (b) Any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half in diameter. (c) Any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled. Firearm look-alikes should not be reported with this option.

**06A Possession/Use of a Firearm** – a student shall not use, possess, exhibit, handle, transmit, or conceal any object classified as a firearm while on titled school property, in a vehicle parked on titled school property or at any school-sponsored activity regardless of location.

**06B Sale/Distribution of a Firearm**

**07 Use, possession, sale or distribution of a dangerous weapon other than a firearm or explosive, incendiary or poison gas**

a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury.

**07A Possess/Use/Sale of Weapon Other Than a Firearm**

**08 use, possession, sale or distribution of any explosive incendiary or poison gas**

Any destructive device, which includes a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one quarter ounce and a mine or similar device. This definition would also

include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter.

**08A Fire/Arson** – a student shall not set a fire or cause an explosion.

**08B Possession of Pyrotechnics**

**08C Stink Bomb**

**09 use, possession, sale or distribution of tobacco products**

A student shall not smoke, use, or possess any tobacco products on titled school property, within school buildings, or at any function or activity supervised or promoted by the school. This includes smokeless tobacco.

**09A Possession/Use of Tobacco**

**09B Sale/Distribution of Tobacco**

**09C Possession of Lighter/Matches**

**10 use, possession, sale or distribution of intoxicating alcoholic beverages**

A student shall not possess, use, sell, offer to sell, distribute, transmit, or be showing signs of consumption of alcohol.

**10A Possession/Use of Alcohol**

**10B Sale/Distribution of Alcohol**

**11 *use, possession, sale or distribution of drugs other than tobacco or alcohol***

A student shall not possess, use, sell, offer to sell, distribute, transmit, or be showing signs of consumption of any controlled drugs, or counterfeit controlled substances, other than prescription medication that has been administered in accordance with the district's policies. This includes any illegal substances. A student shall not possess, use, transmit, sell, offer to sell, claim to possess or conceal any instrument of drug abuse or related paraphernalia.

**11A Paraphernalia/Drugs**

**11B Possession/Use of Drugs**

**11C Sale/Distribution of Drugs – Non-Prescription**

**11D Sale/Distribution of Prescription Medication**

**11E Possession/Use/Sale of Counterfeit Controlled Substances**

**14** *FALSE ALARMS/BOMB THREAT*

Any threat (verbal, written or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff.

**14A Bomb Threat**

**14B False Fire Alarm**

**18** *DISOBEDIENT/DISRUPTIVE BEHAVIOR*

Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment.

**18A Cheating**

**18B Class Cuts**

**18C Continued Violation of School Rules**

**18D Disrespectful/Insubordination**

**18E Disruptive Behavior in Class**

**18F Disruptive Behavior out of Class**

**18G Dress Code Violation**

**18H False Identification/Forgery/Falsification**

**18I Gambling**

**18J Gang Activity**

**18K Horseplay**

**18L Inappropriate Display of Affection**

**18M Inappropriate Drawings/Language/Gestures**

**18N Inappropriate Transportation Behavior**

**18O Inappropriate Use of Technology**

**18P Interfere/Intimidate School Authority**

**18Q Intrusion/Unauthorized Areas**

**18R Possession of Pornographic Material**

**18S Refuse to Serve Lesser Punishment**

**18T School Safety Zone Violation**

**18U Tardiness**

**18V Trespassing/Loitering**

**18W Unauthorized Communication Device**

**18X Withholding Information**

**18Y Failure to Follow Virtual School Guidelines**

**19** *HARASSMENT/INTIMIDATION*

Repeatedly annoying or attacking using physical, verbal, written, or electronic action that creates fear of harm, an intimidating or hostile education or work environment, without displaying a weapon and without subjecting the victim to actual physical attack.

**19A Bullying** – any intentional written, verbal graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

**19B Endanger/Threat to Staff/Students**

**19C Harassment/Intimidation**

**19D Hazing** – forcing or encouraging another to behave in a way that may cause harm or injury or create an unsafe environment for others in order to gain acceptance or be part of a group.

**19E Racial Slur**

**20** *FIREARM LOOK-A-LIKE*

Any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object or substance (i.e., toy guns, cap guns, bb guns, pellet guns).

**20A Possession/Use of Firearm Look-a-Like**

**21** *UNWELCOME SEXUAL CONDUCT*

Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (i.e., pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity).

**21A Sexual Assault**

**21B Sexual Harassment**

**21C Sexual Slur**

**22 *SERIOUS BODILY INJURY***

**22A Serious Bodily Injury**

An incident that results in serious bodily injury to oneself or others. Serious Bodily Injury is defined as “A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty.

**DUE PROCESS**

Due Process provides a standardized set of procedures that protect students’ and parents’ rights during the resolution of disciplinary matters. The district’s due process requirements include:

- Having rules (behavior code) posted in the school and/or copies to students;
- Providing the student a written notice about the rules he/she is thought to have broken;
- Providing an opportunity for a hearing at which the student learns why he/she may be suspended or expelled and at which time the student can explain his/her actions;
- Providing the student with a written notice of suspension or expulsion;
- Providing a mechanism for student appeal of suspensions or expulsions.

**Due process requirements are specified in Ohio Revised Code 3313.66 and Board Policy 5500, Student Conduct, Due Process Rights and 5611. Detailed information is in Board Policy 5610, Emergency Removal, Suspension and Expulsion of Students.**

**PARMA CITY SCHOOL DISTRICT**

**EMERGENCY REMOVAL, SUSPENSION AND EXPULSION OF STUDENTS**

Suspension and expulsion may be used for violations of the Student Code of Conduct. Principals, deputy principals, and assistant principals may take disciplinary action including suspension in response to violations. These administrators may suspend a student for a period not to exceed ten (10) school days per violation. The most severe action may not necessarily be used. Principals will make the recommendation of the expulsion penalty to the Superintendent. Only the Superintendent may expel a student from school.

An emergency removal of a student from a classroom or school activity may occur when that student’s presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process in the classroom or elsewhere on the school premises. Emergency removal is not a disciplinary tool and shall not be used as a substitute for suspension. Students may be removed from instruction for up to 24 hours. Students may still be notified of

the School Administrator's intent to suspend within three days of the incident that led up to the emergency removal.

The term "school" refers to all instances when the student is under the authority of the school, the term "property" refers not only to school-owned property but to any property, public or private, which may be damaged during the period when the student is under the authority of the school.

Students are considered to be subject to the authority of the school when they are at school related or school sponsored events even though those activities may not take place at an actual school. Some examples include athletic meets and games, field trips, contests, and concerts. Offenses which occur at such events will be subject to the same penalties as offenses that occur in school.

Senate Bill 1 (School Safety Zones) expands the district's authority to suspend and expel students for misconduct that occurs off of district property but, is connected to activities or incidents that have occurred on district property or school related functions. This includes misconduct by a student that regardless of where it occurs is directed at a district official or employee or the property of an official or employee.

Students, after required due process as specified in Ohio Revised Code 3313.66, found to have violated this code may be expelled by the Superintendent. The Superintendent may expel a student for a period not to exceed eighty (80) school days. Based on Ohio Revised Code Section 3313.66, and Board Policy 5610 - Expulsion, students who bring firearms on to school property, in a school vehicle, or at any school-sponsored event **shall be expelled for ONE CALENDAR YEAR**. Students who bring knives onto school property, in a parked vehicle on school property, or at any school sponsored activity **may be expelled for ONE CALENDAR YEAR**. This includes any adult crime that a student may commit while under the custody and control of the school or at any school related function. Students will receive no grades for school work during an expulsion. Students are officially withdrawn during an expulsion.

Expulsion will result in a loss of academic credit. This includes loss of credit at any college or university post secondary or alternative program.

Additionally, students who are expelled for a violation of this section, have reached their sixteenth birthday, have been convicted or adjudicated delinquent of a violation of O.R.C. 3316.662, may be subject to permanent exclusion from school. (Board Policy 5610.01)

Special Education students require a manifestation determination and team review prior to disciplinary action regarding expellable offenses.

Refer to Policy #5610 to read it in its entirety.

**SUSPENSION DEFINITION:**

Suspension is the removal of a student, following required due process, from the regular school program, by appropriate school authorities, for no longer than ten school days. In-school

suspensions do not afford students a level of due process including notice and hearings for appeal. Students suspended out of school will be given the opportunity to make up all work and receive credit. Students are not permitted to attend school-related functions on or off school grounds during the length of their suspension. The amount of time to make up work will be no more than the length of the suspension. If at the time a suspension is imposed there are fewer than ten days remaining in the school year the Superintendent may apply any remaining part or all of the period of the suspension to the following school year. Additionally, students may be suspended from the school bus.

### **SUSPENSION**

1. The intended suspension must be in accordance with the Student Code of Conduct.
2. Written notification of the reasons for the intended suspension must be given to the student.
3. The student must be given an informal hearing.
4. Students issued an out of school suspension are required to remain under parental supervision during normal school hours. Students are not permitted on school property.
5. If the student has been suspended, the parent, custodian or guardian must be notified within twenty-four hours of the suspension and such notice must include;
  - [a] the reason for the suspension;
  - [b] the right to appeal the action to the Board of Education or its designee;

### **SUSPENSION APPEAL PROCESS**

Step 1 – A student or parent/guardian who disagrees with the suspension may request an Appeal Hearing before a Board of Education appeals hearing officer within seven (7) calendar days after receiving the Suspension Notice. Instructions on how to arrange for an Appeal Hearing will be included in the Suspension Notice, and include a written request submitted to the Treasurer of the Board of Education.

Step 2 – A student may be represented by an attorney or other counsel or advisor of his/her choice at the Appeal Hearing. The Board of Education appeals hearing officer must make a word-for-word record of the Appeal Hearing.

Step 3 – The Hearing Officer may affirm the order of suspension, reinstate the student, otherwise reverse, vacate or modify the suspension order. The decision of the Hearing Officer may be appealed by the student or parent/guardian to the court system.

Suspension is an extremely serious step. It is one which is taken by school authorities only after careful consideration. A student's best insurance against being suspended from school is to learn his/her responsibilities as a student and to make every effort to meet these responsibilities.

### **SUSPENSION OF TRANSPORTATION PRIVILEGES - POLICY 5610**

If the Superintendent or the administrative designee determines that a student's behavior on a school vehicle violated school rules, she/he may suspend the student from school bus riding privileges for a length of time determined appropriate for the violation or remediation of the behavior. The student will be notified verbally of the loss of riding privileges. This loss of riding privileges may accompany suspension from the regular school program.

Investigations by Law Enforcement Personnel and Social Agencies



## During Criminal / Delinquency Investigations

As good citizens of the community, it is the responsibility of students to cooperate with the police in the investigation of suspected crimes. Under some circumstances, students being interviewed/questioned by law enforcement authorities at school may find that they are suspects in the investigation. Students are entitled to certain rights when questioned by law enforcement authorities and may also have a legal obligation to cooperate.

The student may wish to consult his/her parent/guardian before being interviewed. The school administrator shall make every effort to contact the parent/guardian for the student. The student must properly identify himself/herself to law enforcement authorities. The parent/guardian may notify the school administrator that they do not wish to have the student interviewed unless they are present. The school administrator shall notify the student and the law enforcement authorities of the parent/guardian's desire and appropriate arrangements shall be made agreeable to all parties.

### ***In the event that the interview proceeds, the principal must:***

1. Ensure the student has been advised of his/her rights;
2. Be present during the entire period of questioning
3. Not enter into the questioning on behalf of the law enforcement authorities.

A school administrator must avoid acting in either the role of the student's defender or accuser.

Students have the right to be informed if they are under arrest at the time questioning takes place. If the student is unclear about this he/she may ask to resume his/her regular schedule. If the law enforcement authorities deny permission, then the student should consider himself/herself as actually under arrest. Students who believe themselves under arrest or suspects in an investigation may freely invoke their constitutional rights against self-incrimination and against illegal search and seizure, and are entitled to the presence of legal counsel while being questioned.

**Neither students nor staff may engage in the obstruction of justice, interfere with police in the performance of their duties, nor refuse to report suspected cases of felonies (serious crimes) under penalties of law.**

**School administrators or their designee will be present when interviews by social workers or law enforcement officers are conducting investigations regarding suspected child abuse or neglect.**

**Refer to Policy #5540 to read it in its entirety.**

### **PROHIBITED ITEMS**

The following items are not allowed at school –electronic games, radios/headsets, mp3 players, boom boxes, water guns, toy or look-a-like guns, hardballs, bats/clubs, skateboards, rollerblades, and gang-related paraphernalia as such items are not conducive to the school environment. Other items may be prohibited as well if the administration determines they are distracting to the school

environment. **Please note that items not permitted in school will be removed from the student and kept in the office until claimed by a parent.**

Students are not permitted to chew **GUM** on school premises.

## **PROHIBITED ITEMS: CELLULAR TELEPHONES AND ELECTRONIC**

### **COMMUNICATION DEVICES – STUDENT USE**

Possession of a cellular telephone or other electronic communication device (ECD), (e.g., laser pointers and attachments, paging devices/beepers, personal digital assistants (PDAs) and other devices designed to receive and send an electronic signal) by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this guideline, or otherwise engages in misuse of the privilege.

Students are prohibited from using cellular telephones or other electronic communication devices (ECD) or having them “ON” during the scheduled student day. This includes lunch periods and passing periods, as well as on school-sponsored trips or in school vehicles. “Using” refers to, not only the making and/or receiving of calls, but also using the cellular telephone or ECD for any other purpose (i.e., sending text messages, taking pictures, making recordings, etc.). Students also may not use cellular telephones or ECDs on school property or at a school sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students are not permitted to wear their cellular telephones or ECD clipped to a belt or otherwise display them in plain sight during the school day. Students may, however, carry cellular telephones or ECDs in a backpack, purse, or inside a pocket of slacks, jeans, jacket, etc. provided they are “OFF” and not just in vibrate or silent mode.

Cellular telephones or ECDs may not be “ON” or otherwise used in classrooms, locker rooms, bathrooms, swimming pool, whether here or at another school district where a school activity or athletic event is occurring. This includes the use of the camera feature available with some models of cellular telephones.

A student may keep the cellular telephone or ECD “on” under the following circumstances with prior approval of the building principal:

Students may only have their cell phones on inside the school zone because they have been authorized by the school to turn the cell phone on for a specific purpose.

Cellular telephones or ECDs may not be “ON” or otherwise used while on the bus. Students may use their cellular telephone or ECD at the completion of an extra-curricular activity or athletic event.

The Board of Education is not responsible for the loss, theft, damage, or vandalism to student cellular or ECDs as well as other student property. Students and parents are strongly encouraged to take appropriate precautions, if students have cellular telephones or ECDs in their possession, to make sure the cellular telephones and ECDs are not left unattended or unsecured.

Using a cellular telephone or other ECD in an unauthorized manner or in violation of the policy may result in loss of this privilege, additional disciplinary action (e.g. warning, parental notification and/or conferences, suspension or expulsion). In the event of disciplinary action, the cellular telephone or ECD will only be released/returned to the student's parent/guardian. A referral to law enforcement including the telephone and/or ECD will be made if the violation involves illegal activity (e.g. child pornography). Parents/students are advised that the best way to get in touch with their child during the school day is by calling the school office.

### **ANTI-HAZING**

It is the policy of the Board to prohibit hazing activities of any type at any time. Hazing shall be defined as an act that injures, degrades and/or disgraces, or tends to injure, degrade or disgrace anyone: an act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. No administrator, faculty member, or other employee of the district shall encourage, or engage in any hazing. No student or advisor shall plan, encourage, or engage in any hazing. (Board Policy 5516)

### **SEARCHES AND SEIZURES**

Students have rights established and guaranteed by the Fourth Amendment to the U.S. Constitution protecting the right of privacy of their person and freedom from unreasonable search or seizures of property. Because of this protection, students have the right to place their belongings in a secure locker as long as those belongings do not threaten that individual's health or safety, or the health, safety or rights of others in the building or a violation of the student code of conduct (Board Policy 5771).

Likewise, students are entitled to learn in a safe, orderly and drug-free environment. Parents/guardians reasonably expect the schools to provide that environment. Weapons, dangerous instruments, illegal drugs and narcotics pose a serious threat to the safety and the orderliness of our schools. On occasion, it may be necessary for school staff or law enforcement officers to take actions to assure a safe and drug-free environment. Such actions may include a search of the contents of a student's locker, personal belongings or automobile parked on school property, if there are reasonable grounds for suspecting the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

**School lockers are the property of the district.** Those lockers and any contents are subject to random searches at any time, regardless of whether there is reasonable suspicion that a law or school rule has been broken. In addition, there may be a generalized "sniff search" of school building contents using trained narcotics-detecting dogs. There should never be an expectation of privacy regarding the contents of school lockers.

School authorities or law enforcement officers shall confiscate weapons, dangerous instruments, illegal drugs and narcotics which are found on school premises or in the possession of students. Other articles which have the potential for disturbing the educational process may also be confiscated by school authorities.

## **STUDENT WITH DISABILITIES/SPECIAL EDUCATION**

Students with disabilities may be suspended for a period of up to ten (10) school days for a violation of the Student Code of Conduct. Additional days of suspension or removal from school beyond ten (10) days may be assigned to students with disabilities if the school follows the procedures described in the book **Ohio Model Policies and Procedures for the Education of Children with Disabilities**. This document is available in the principal's office and will be made available to you to review upon request. During a period of removal beyond ten (10) days, a student with a disability may be required to continue his/her education in a place other than school. In addition, the student and/or parent/guardian will be expected to participate in a series of meetings/hearings to plan the steps necessary to correct the misconduct.

## **DISCIPLINARY RECORD KEEPING**

In order to provide accountability to the student and protection for the teacher, records of all efforts to correct behavior and any disciplinary action taken must be kept by the teacher and/or administrator taking such action. These records should include the student's name, date of incident, type of misbehavior, the corrective action taken, and the parent(s)/guardian(s) and student responses, if any. Where suspensions occur, the length of that suspension and the total number of suspensions for the student that year shall also be included in the record. Administrators will review the disciplinary record and the student's previous record in deciding the appropriate action to take if a student misbehaves.

## **SECTION 504/ADA: PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY**

Please note that the Parma City School District Board of Education has adopted a policy regarding the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. If you would like to review this policy, it is posted on the District's website at [www.parmacityschools.org](http://www.parmacityschools.org). You may also obtain a copy of the policy by contacting the Student Services office at (440) 885-8794.