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# PCSD

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**Parma City School District**

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**Parent / Student Handbook 2019-2020**



# Clarity, Communication, Consistency

## District Goals

- We will practice fiscal responsibility.
- We will improve student achievement.
- We will increase our transparency throughout our community

## GENERAL INFORMATION

Parents and guardians, thank you for reviewing the contents of this handbook with your child. We look forward to partnering with you to provide the best possible experience for your child. Using and understanding this handbook will help ensure everyone in the schools have a positive school year.

This book is not an all-inclusive list of policies and procedures for our district/schools. The code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. If you have questions about a school matter, please contact your student's teacher or school administrator.

**BOARD OF EDUCATION MEMBERS**

John Schweitzer, President  
Steven Vaughn, Vice President  
Karen S. Dendorfer  
Amanda Karpus  
John M. Tenerowicz

**PARMA CITY SCHOOL DISTRICT**  
**ADMINISTRATION**

Charles Smialek, Ph.D., Superintendent  
Sean Nuccio, Treasurer/ Chief Financial Officer

## 2019-2020 PCSD School Calendar

| August 2019 |    |    |    |    |    |    | September 2019 |    |    |    |    |    |    | October 2019 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| Su          | M  | Tu | W  | Th | F  | Sa | Su             | M  | Tu | W  | Th | F  | Sa | Su           | M  | Tu | W  | Th | F  | Sa |
|             |    |    |    | 1  | 2  | 3  | 1              | 2  | 3  | 4  | 5  | 6  | 7  |              |    | 1  | 2  | 3  | 4  | 5  |
| 4           | 5  | 6  | 7  | 8  | 9  | 10 | 8              | 9  | 10 | 11 | 12 | 13 | 14 | 6            | 7  | 8  | 9  | 10 | 11 | 12 |
| 11          | 12 | 13 | 14 | 15 | 16 | 17 | 15             | 16 | 17 | 18 | 19 | 20 | 21 | 13           | 14 | 15 | 16 | 17 | 18 | 19 |
| 18          | TR | PL | 21 | 22 | 23 | 24 | 22             | 23 | 24 | 25 | 26 | 27 | 28 | 20           | 21 | 22 | 23 | 24 | 25 | 26 |
| 25          | 26 | 27 | 28 | 29 | 30 | 31 | 29             | 30 |    |    |    |    |    | 27           | 28 | 29 | 30 | 31 |    |    |

  

| November 2019 |    |    |    |    |    |    | December 2019 |    |    |    |    |    |    | January 2020 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | Sa | Su            | M  | Tu | W  | Th | F  | Sa | Su           | M  | Tu | W  | Th | F  | Sa |
|               |    |    |    |    | 1  | 2  | 1             | 2  | 3  | 4  | 5  | 6  | 7  |              |    |    | 1  | 2  | 3  | 4  |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  | 8             | 9  | 10 | 11 | 12 | 13 | 14 | 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 | 15            | 16 | 17 | 18 | 19 | 20 | 21 | 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 | 22            | 23 | 24 | 25 | 26 | 27 | 28 | 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 24            | 25 | 26 | 27 | 28 | 29 | 30 | 29            | 30 | 31 |    |    |    |    | 26           | 27 | 28 | 29 | 30 | 31 |    |

  

| February 2020 |    |    |    |    |    |    | March 2020 |    |    |    |    |    |    | April 2020 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | Sa | Su         | M  | Tu | W  | Th | F  | Sa | Su         | M  | Tu | W  | Th | F  | Sa |
|               |    |    |    |    |    | 1  | 1          | 2  | 3  | 4  | 5  | 6  | 7  |            |    |    | 1  | 2  | 3  | 4  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  | 8          | 9  | 10 | 11 | 12 | 13 | 14 | 5          | 6  | 7  | 8  | 9  | 10 | 11 |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 | 15         | 16 | 17 | 18 | 19 | 20 | 21 | 12         | 13 | 14 | 15 | 16 | 17 | 18 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 | 22         | 23 | 24 | 25 | 26 | 27 | 28 | 19         | 20 | 21 | 22 | 23 | 24 | 25 |
| 23            | 24 | 25 | 26 | 27 | 28 | 29 | 29         | 30 | 31 |    |    |    |    | 26         | 27 | 28 | 29 | 30 |    |    |

  

| May 2020 |    |    |    |    |    |    | June 2020 |    |    |    |    |    |    | July 2020 |    |    |    |    |    |    |  |
|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|--|
| Su       | M  | Tu | W  | Th | F  | Sa | Su        | M  | Tu | W  | Th | F  | Sa | Su        | M  | Tu | W  | Th | F  | Sa |  |
|          |    |    |    |    | 1  | 2  |           | 1  | 2  | 3  | 4  | 5  | 6  |           |    |    | 1  | 2  | 3  | 4  |  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  | 7         | 8  | 9  | 10 | 11 | 12 | 13 | 5         | 6  | 7  | 8  | 9  | 10 | 11 |  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 | 14        | 15 | 16 | 17 | 18 | 19 | 20 | 12        | 13 | 14 | 15 | 16 | 17 | 18 |  |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 | 21        | 22 | 23 | 24 | 25 | 26 | 27 | 19        | 20 | 21 | 22 | 23 | 24 | 25 |  |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 | 28        | 29 | 30 |    |    |    |    | 26        | 27 | 28 | 29 | 30 | 31 |    |  |
| 31       |    |    |    |    |    |    |           |    |    |    |    |    |    |           |    |    |    |    |    |    |  |

  School Buildings Open     
   School Buildings Closed     
 😊 No Students     
 TR Teacher Report Day     
 ▲ Inservice Day     
 PL Professional Learning Day

- 🏠 Teachers Report August 19
- 🏠 First Day of School August 21
- Labor Day Sept. 2
- NEOE Day Oct. 11
- Election Day(s) Nov. 5 & March 10
- Thanksgiving Break Nov. 27, 28, 29
- Winter Recess Dec. 23 - Jan. 5
- MLK Day Jan. 20
- Presidents' Day Feb. 17
- Spring Break March 23 - 27
- Good Friday April 10
- Memorial Day May 25
- 🏠 Last Day of School June 3

| Students                             |    | Teachers |    |
|--------------------------------------|----|----------|----|
| 1st Qtr.                             | 40 | 1st Qtr. | 43 |
| 2nd Qtr.                             | 40 | 2nd Qtr. | 42 |
| 3rd Qtr.                             | 51 | 3rd Qtr. | 52 |
| 4th QTR.                             | 46 | 4th Qtr. | 47 |
| 177 days                             |    | 184 days |    |
| 2 evening Parent Teacher Conferences |    | 1        |    |
|                                      |    | 185 days |    |

## **PCSD School Directory**

School names are linked to individual school websites

### **Dentzler Elementary**

3600 Dentzler Rd, Parma 44134

**Main Office:**

(440) 885-2430

**Absence Line:**

(440) 885-2426

### **Green Valley Elementary**

2401 W. Pleasant Valley Rd. Parma 44134

**Main Office:**

(440) 885-2433

**Absence Line:**

(440) 843-3626

### **Greenbriar Middle School**

11810 Huffman Rd. Parma 44130

**Main Office:**

(440) 885-2370

**Attendance:**

(440) 885-8346

### **Hillside Middle School**

1 Educational Park Dr. Seven Hills, 44131

**Main Office:**

(440) 885-2373

**Absence Reporting Lines:**

(440) 885-8453

(440) 885-8454

### **John Muir Elementary**

5531 W. 24th St. Parma 44134

**Main Office:**

(440) 885-2424

**Absence Line:**

(440) 885-2424

[Normandy High School](#)

2500 W. Pleasant Valley Rd. Parma 44134

**Main Office:**

(440) 885-2401

**Absence Reporting Line:**

All Students

24 Hours a Day/7 Days a Week

(440) 885-8373

**Last Name A - L**

(440) 885-8374

**Last Name M - Z**

(440) 885-8361

[Parma Park Elementary](#)

6800 Commonwealth Blvd. Parma Heights 44130

**Main Office:**

(440) 885-2390

**Absence Reporting:**

(440) 843-3637

[Parma Senior High](#)

6285 W. 54th St. Parma 44129

**Main Office:**

(440) 885-2300

**Absence Reporting:**

**Last Name A - K:**

(440) 885-8612

**Last Name L - Z:**

(440) 885-8616

[Pleasant Valley Elementary](#)

9906 Pleasant Valley Rd. Parma 44130

**Main Office:**

(440) 885-2380

**Absence Reporting:**

(440) 885-2380

[Pleasantview First Step Preschool and Daycare](#)

7700 Malibu Dr. Parma 44130

**Main Office:**

(440) 885-8645

Renwood Elementary

8020 Deerfield Dr. Parma 44129

**Main Office:**

(440) 885-2338

**Absence Reporting:**

(440) 885-2339

Ridge-Brook Elementary

7915 Manhattan Ave. Parma 44129

**Main Office:**

(440) 885-2350

**Absence Reporting:**

(440) 885-2347

Shiloh Middle School

2303 Grantwood Dr. Parma 44134

**Main Office:**

(440) 885-8485

**Absence Reporting:**

(440) 885-8485

Thoreau Park Elementary

5401 W. 54th St. Parma OH 44129

**Main Office:**

(440) 885-2351

**Absence Line:**

(440) 885-2351

Valley Forge High School

9999 Independence Blvd. Parma Heights 44130

**Main Office:**

(440) 885-2330

**Attendance:**

A-L (440) 885-8415

M-Z (440) 885-8445

**Absence Reporting Line:**

(440) 885-8466

All Grades (Last name A-Z)

**Handbook Directory**

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## **PCSD POLICIES:**

**Policies can be accessed through the Parma City School District's website @ [www.parmacityschools.org](http://www.parmacityschools.org) /Board/Policy manual.**

### **ACCEPTABLE USE AND INTERNET SAFETY 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.

Please refer to Policy #7540.03 to read in its entirety.

### **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 discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Please refer to Policy #5517 to read in its entirety.

### **ANTI-HAZING**

It is the policy of the Board to prohibit hazing activities of any type at any time. Hazing may 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 may encourage or engage in any hazing. Per Board Policy, no student or advisor may plan, encourage, or engage in any hazing.

Please refer to Policy #5516 to read in its entirety

## 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.

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 may 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.

Changing the truancy definition from days to hours, per HB 410.

The definition of “habitual truancy” moves to defining truancy in terms of days missed to hours missed meaning under HB 410 a student is considered to be a habitual truant if they have missed:

|                                      |   |
|--------------------------------------|---|
| HB 410 [ORC § 2151.011(18)]          | Prior law                               |
| 30 or more consecutive school hours  | 5 or more consecutive school days       |
| 42 or more hours in one school month | 7 school days in one school month       |
| 72 or more hours in a school year    | 12 or more school days in a school year |

HB 410 creates a new process for youth who are missing school.

- The school must notify the student’s parent, guardian, or custodian that the student is missing school.
  - After this notification, the school can start utilizing interventions with the student as laid out in school policy.
  - If the student continues to miss school, the school must refer the student to an absence intervention team to create a specific intervention plan for that student and work with the student for 60 days. This team must include an administrator, an individual in the school who knows the child personally, the student, and the student’s parent or guardian and can also include a school psychologist, counselor, social worker, and representatives of local public or nonprofit agencies that can provide services to the student.
  - If the student does not comply with the plan or continues to miss school, they can be referred to the juvenile court to participate in a diversion program. If the program is not successful, then the student can be formally processed under truancy charges. However, formal filing in juvenile court must be a last resort.
- 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.

Please refer to Policy #5200 to read it in its entirety.

## **ATTENDANCE REPORTING**

The Parma Board of Education requires that the parent or legal guardian report his/her student absent within one hour of school start time on the day of absence.

To report a student absent from school, the parent/guardian is requested to call the Absence Reporting Lines and report the following:

1. Student Last Name, First Name
2. Student Grade
3. Date of Absence
4. Absence Reason
5. Parent / Guardian Name Calling with Daytime Phone Number

## **BELL SCHEDULE**

### **Elementary**

Breakfast Program (optional): 8:45-9:10 am

Children admitted to school: 9:10 am

Morning session begins: 9:15 am

Tardy Bell: 9:20 am

Lunch/Recess: See specific building schedule

Dismissal: 3:30 pm

### **Middle**

|                 |                 |
|-----------------|-----------------|
| Tardy Bell:     | 8:05 am         |
| First Period:   | 8:05-8:47 am    |
| Second Period:  | 8:51- 9:33am    |
| Third Period:   | 9:37- 10:19 am  |
| Fourth Period:  | 10:23- 11:05 am |
| Fifth Period:   | 11:09- 11:51 am |
| Sixth Period:   | 11:55- 12:37 pm |
| Seventh Period: | 12:41- 1:23pm   |
| Eighth Period:  | 1:27- 2:09 pm   |
| Ninth Period:   | 2:13- 2:55 pm   |

### **High**

|                 |                   |
|-----------------|-------------------|
| Tardy Bell:     | 7:50 am           |
| First Period:   | 7:50 – 8:36 am    |
| Second Period:  | 8:40 – 9:30 am    |
| Third Period:   | 9:34 - 10:20 am   |
| Fourth Period:  | 10:24 – 11:10am   |
| Fifth Period:   | 11:14 – 12:00 pm  |
| Sixth Period:   | 12: 04 - 12:50 pm |
| Seventh Period: | 12:54 – 1:40 pm   |
| Eighth Period:  | 1:44 – 2:30 pm    |

## **BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

The Ohio Department of Education states, harassment, intimidation or bullying means either of the following: Any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward other particular student(s) more than once and the behavior both: Causes mental or physical harm to the other student(s); and is so sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s).

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

Please refer to Policy #5517.01 to read it in its entirety.

## **BUS RIDER'S CODE OF CONDUCT**

*Riding the bus is a privilege, not a right. Misuse of the bus privileges may result in suspension from the bus as well as further consequences in School Wide Discipline Procedures.*

- Student will arrive at the bus stop 5 minutes before the scheduled pick up time, and remain at the designated place of safety per ORC 3301-83-13. Student will enter and exit the bus in an orderly

and timely manner. After exiting, the student MUST remain in their place of safety until the bus has departed.

- Student will be courteous and respectful to other students and property of homeowners near bus stops.
- Student will follow the directions of the driver and be respectful. The bus is an extension of the classroom and the same type of behavior is expected.
- Student will only ride their assigned bus and get off at their assigned bus stop, unless approved with a signed note from the office.
- Student shall go directly to their seat, remain seated, and keep the aisle clear.
- Student will be silent at all railroad crossings, until instructed that it is clear to resume speaking.
- There is to be no eating or drinking on the bus. This includes gum and candy.
- Tobacco, vaping, alcohol, drugs, hazardous/flammable materials, and weapons are strictly prohibited on any district vehicle.
- Students will refrain from using profane language. Student will not bully, harass, or fight with other students.
- Large items that cannot be held on a student's lap are not permitted on the bus and are considered an unsecured item.
- Students and parents are responsible for damages caused to the school bus.
- Due to safety and security concerns, cell phones and electronics are not permitted to be used on the school bus.

## **CARE OF PROPERTY ADMINISTRATIVE GUIDELINES ADDITION**

Student devices belong to PCSD and are to be returned if leaving the district for any reason. Students need to provide due care with all technological resources to keep them secure and damage free including:

- Do not place the devices on the floor or on a sitting area such as a chair.
- Do not leave the devices near table or desk edges.
- Do not stack objects on top of the devices.
- Do not leave devices outside.
- Devices should not be left unattended.
- Devices should be kept in a secure (locked) place when not in use.
- Do not use devices near water. (Including but not limited to pools, lakes, rain, etc.)
- Do not place pens, pencils, or other objects on keyboards of laptops.
- Do not write on or put stickers on any of the devices.
- Do not eat or drink while using devices or have food or drinks in close proximity to devices.
- Do not carry laptops while open. They should be closed and in the provided sleeve when carrying.

Some students will be permitted to take devices home. If a student takes a device off district property, they should adhere to the additional precautions:

- Do not allow pets near the devices.
- Do not leave the device in your vehicle.
- Do not leave the device unattended. Do not let friends or family members use district issued devices, student is responsible for all activity on their device.

Damage, loss, or theft which occurs to the device as a result of student failing to use due care (which includes but is not limited to failure to abide by the above precautions) will result in the parent/guardian being responsible to reimburse the district up to \$200.00 to repair or replace the device and/or supporting components (cases, chargers, etc.).

The process for reporting a stolen device:

- Call the police! Please make sure you identify for them the type of device and that it is a Parma City School District owned device.
- The police will get with the PCSD security officers to collaborate on solving the issue.

- If necessary, the PCSD security officers will get with DIS to help manage and locate the stolen device.
- Student will be provided with replacement device. If this is a reoccurring issue, student may not be permitted to take device home.
- If/when device is recovered, it will be placed back into inventory.
- If the device is not recovered, DIS will report theft to the building clerk/treasurer to handle the collection of replacement costs.

The process for reporting a lost device:

- Contact the building principal or other administrator.
- The building principal or other administrator will work with DIS to manage, lock, and/or locate the device.
- If it looks like it is somewhere it doesn't belong, DIS will get PCSD security officers involved.
- Student will be provided with replacement device. If this is a reoccurring issue, student may not be permitted to take device home.
- If/when device is recovered; it will be placed back into inventory.
- If the device is not recovered, DIS will report loss to the building clerk/treasurer to handle the collection of replacement costs.

The process for reporting a damaged device:

- Student should report damage to a teacher who can enter a Help Desk ticket or to the Media Center based on current building procedure.
- DIS Tech will replace the device with one from inventory.
- DIS Tech will repair the damaged device if possible and return to student via building procedure or put it back into inventory.

DIS will notify the building clerk/treasurer of the repair costs (or replacement if not repairable)

## **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.

## **CHILD ABUSE AND NEGLECT**

The safety and welfare of all children are our first concerns. Because of this and in accordance with Ohio law, our school has a strong responsibility in the area of child abuse and neglect. Abuse is an act of commission; neglect is an act of omission. The following criteria shall constitute abuse and/or neglect for reporting purposes:

- Physical – shaking, beating, burning, biting, and/or failing to provide the basic life necessities such as food, clothing, shelter, and medical attention.
- Emotional – failure to provide warmth, attention, supervision, normal life experiences, and/or regular school attendance.
- Verbal – excessive yelling, scolding, belittling, and/or teasing.
- Sexual – incest and/or any sexual activities involving a minor.
- Drugs/Alcohol – providing non-prescribed medicine, alcohol, or any controlled substance to a minor.

Ohio law requires that all school personnel report any suspected child abuse and/or neglect immediately. School personnel are immune from any civil or criminal liability that might be incurred or imposed as a result of such action. (ORC sec. 2151.421)

## **CHILD FIND**

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 multi-factored evaluation, which is provided by an assessment team from the school district. Contact the Director of Exceptional Students at 440-842-5300. If you know of a child who may have a disability. Refer to [PCSD.org/departments/special education](http://PCSD.org/departments/special%20education) Models Policies and procedures

## **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, 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**

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 may not hurt another person either physically or psychologically. A student may not threaten another person with physical violence, loss of property or coerce by any means.

#### **03B Assault**

A student may 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 may not fight, hit, punch, kick, push, physically confront, or in any way cause or attempt to cause physical injury to another person. A student may 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 may 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 may not knowingly receive, obtain, possess, conceal, or dispose of stolen property.
- 05C Robbery**  
A student may not take another person's property by force or threat of force.
- 05D Thefts**  
A student may 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 may 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 may 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 may 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, and Transmission of Tobacco Substance, Vapor or Electronic Cigarettes**
- 09B Sale/Distribution of Tobacco**
- 09C Possession of Lighter or Matches**
- 10 Use, possession, sale or distribution of intoxicating alcoholic beverages**  
A student may 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 may 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 may not possess, use, transmit, sell, offer to sell, claim to possess or conceal any instrument of drug abuse or related paraphernalia.
- 11A Paraphernalia/Drugs (As defined by ORC 2925.14)**
- 11B Possession/Use of Drugs (As defined by ORC 2925.11)**
- 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**
- 18Z Tardy to Class**
- 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**  
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.
- 22A Serious Bodily Injury**  
Please refer to Policy #5500 and Administrative Guidelines #5500 to read it in its entirety.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

The Board recognizes that control of the spread of communicable disease spread through casual contact is essential to the well-being of the school community and to the efficient District operation.

For purposes of this policy, "casual-contact communicable disease" shall include but not be limited to pediculosis, diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Ohio Department of Public Health.

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling communicable disease spread through normal interaction in the school setting.

On the recommendation of the school nurse, the teacher may remove from the classroom and the principal may exclude from the building or isolate in the school any student who appears to be ill or has been exposed to a communicable disease, except that the principal may act independently if the school nurse is not present in the building when the decision needs to be made.

The Superintendent shall develop administrative guidelines for the control of communicable disease.

R.C. 3313.67, 3313.671, 3313.68

A.C. 3301-35-03 (D)

In order to protect the health and safety of students, staff, and the community in general, Parma City School District personnel will follow all state law, board of health regulations, and board of education policy pertaining to contagious disease.

- Head Lice (Pediculosis) Policy #8451 – Students with head lice will be excluded from school until all nits, dead or alive, are removed from their hair. Students may not return to school until cleared by the school nurse, clinic aide, or other school personnel. If you discover head lice at home, please notify the school. When a student is identified as having lice, a letter will be sent home to all students in the class. See administrative guidelines #8451
- Chicken Pox – Students must remain at home until all vesicles are scabbed, usually a minimum of seven (7) days.
- Impetigo – This is usually seen in blister-like lesions that later develop into crusted sores. Students are excluded from school until seen by a physician and lesions are no longer draining. Cover, if possible, while at school.
- Measles, Mumps, or Rubella – A doctor's confirmation of any of these must be reported to school immediately. Measles return to school 4 days after disappearance of the rash. Mumps return 5-9 days after onset and no symptoms. Rubella return seven days after onset.
- Pink Eye – This requires immediate medical treatment. Students are excluded from school until inflammation, itching, and discharge has ceased, but in no case until 24 hours after initial medicine treatment has begun.
- Ringworm – Students may continue attending school if under doctor's care and the infected area is covered. A doctor's note confirming treatment is required.
- Strep Throat – Students must be excluded from school for 24 hours from the time medicine treatment begins. Students not visibly ill but being tested should remain home until culture results confirm or dismiss the presence of strep. Students having both short and long cultures should wait for both results before returning to school. Please note that the exclusion period is the only means of controlling the spread of strep in the classroom. A doctor's note is required for re-admittance.

**Please keep your children at home if they have vomited or had diarrhea within the previous 24 hours; have a temperature of 100 degrees or higher; have suspected strep but have no throat culture results; or have any symptom of an acute illness such as runny nose, persistent cough, chills, and/or body aches.**

Please refer to Policy #8450 and Administrative Guidelines #8450 to read it in its entirety.

## **CUSTODY AGREEMENTS AND NAME CHANGES**

Any time the custody arrangements for your child change, the school must be notified. This includes any change in designated adult contacts with children. We are required to keep a copy of any custody agreements in your child's permanent folder. If you legally change your child's name, we must also have that information

on record before any change can be made. Please note that, while unofficially we will call your child by the name you choose, all school records and correspondence must reflect the child's legal name.

## **DIRECTORY INFORMATION**

In keeping with the Ohio Revised Code 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 may 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 Ohio Revised Code #3319.321 defines "directory information" as including:

Student's Name Address

Telephone number (unlisted numbers may 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

If student/parent does not desire this information to be released to military recruiters, 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 Exceptional Students  
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.

## **DRESS AND GROOMING STUDENTS**

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. The Board authorizes the Superintendent to establish a reasonable dress code in order to promote a safe and healthy school setting and enhance the educational environment. Administration reserves the right to make judgment as to what is appropriate. Non-compliance will be cause for disciplinary action. Repeated violations may be considered insubordination.

Established grooming guidelines are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Guidelines are as follows:

- A. Feet must be covered by some type of shoe or sandal. Bedroom slippers are not permitted, and flip-flops are not recommended for safety reasons. (appropriate shoes must be worn for physical education and recess)
- B. Bare midriffs, plunging necklines, sleepwear, revealing and/or sheer clothing are not permitted.
- C. Proper underclothing should be worn at all times but not visible. Any garment specifically made to be worn as an undergarment is not to be worn as an outer garment.
- D. No outdoor jacket/ trench coats should be worn during the school day.
- E. Shorts, skirts, dresses and/or skorts must be of reasonable length as to not be revealing.
- F. No head covering that obstructs the view of the face is to be worn in school.

- G. Students are prohibited from wearing or carrying articles of clothing or jewelry, which promote drugs, tobacco and alcohol, glorify death and mutilation, contain or imply profanity, or state or suggest sexual or pornographic activity. Any racially, or culturally offensive clothing is not permitted. 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, spiked waistband, collars or clothing is not permitted. Inappropriate or offensive tattoos must be covered.

Please refer to Policy #5511 to read it in its entirety.

## **DRUG/ALCOHOL-FREE SCHOOLS**

The Board of Education recognizes that the misuse of drugs poses legal, physical, and social issues that affect the entire school community.

The Board prohibits the use, transfer, possession, concealment, and/or distribution of any drug (including alcohol and look-alike drugs), or any drug-related paraphernalia as the term is defined by law, on school grounds, in vehicles, and at any school-sponsored event.

Further, the Board mandates a drug-free zone within 1000 feet of any facility used by the District for educational purposes as defined by law.

The Board acknowledges the illness termed chemical dependency. If it appears that chemical dependency exists, the Board recognizes that it must share these concerns with the family and student involved. The Board's intention is to create an atmosphere of openness and understanding. It should then be the parents' and the student's responsibility to seek qualified counsel and inform the school of what corrective action is being taken. The school's responsibility is to support the family in this endeavor. Should the student and family fail to seek help, and should the concerns persist, appropriate disciplinary action may then be taken. If initial corrective efforts are ineffective, the case will be reviewed and suitable action will be taken on an individual basis.

Please refer to Policy #5530 to read it in its entirety.

## **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 time 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.

## **ELECTRONIC DEVICES**

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers), and /or other web-enabled devices of any type. Use of PCDs except those approved by a teacher, administrator, or board policy is prohibited and they must be placed into vibrate or silent mode and stored out of sight.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its

property. Parent/Guardians are advised that the best way to get in touch with their child during the school day is calling the school office.

We strongly suggest that cell phones not be brought to school, due to the fact that students are always supervised by adults and all classrooms have telephones. If it is necessary for your child to have a cell phone, it is recommended it be turned off and kept securely in a pocket.

Please refer to Policy #5136 to read it in its entirety.

## **GIFTED EDUCATION AND IDENTIFICATION**

The Board of Education shall ensure that procedures are established to identify all gifted students. The District follows the identification eligibility criteria as specified in Section 3324.03 of the Ohio Revised Code and the *Operating Standards for Identifying and Serving Gifted Students* as specified in the District Plan.

"Gifted" students perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment. Annually, children who are gifted are identified by professionally qualified persons using a variety of assessment procedures. The Board encourages efforts to provide services for the children who are gifted as an integral part of the total kindergarten through grade 12 program.

Please refer to Policy# 2464 to read it in its entirety.

## **GRADING**

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.

Please refer to Policy #5421 to read it in its entirety.

Report cards are issued four times each year. A variety of evaluative and assessment measures will be used and accurate records will be kept to substantiate individual progress or lack of progress. Grades shall be calculated according to the following scale:

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

Other areas of student progress may be assessed by the use of the following:

|                    |  |
|--------------------|--|
| O (Outstanding)    | 3 = Meets Expectations (85% or higher) |
| S (Satisfactory)   | 2 = Shows Growth (70% or higher)       |
| U (Unsatisfactory) | 1 = Practice Needed (0-69%)            |



## GRADUATION REQUIREMENTS

In order for a student to qualify for a diploma in this District, s/he must complete the requirement as stipulated in the Registration Guide ( [Registration](#) ) in the year for which s/he qualifies for graduation.

Graduation must be earned by passing all mandated subjects, a major sequence and earning total units required for the specific diploma sought. Credit toward graduation shall be granted for any course that a student successfully completes outside of school hours at an accredited post secondary institution whether or not the course was paid for by the District or by the parents or student. In addition, the student must have passed all state mandated graduation tests to receive a standard diploma.

Students in special education shall receive a diploma if certified they have properly completed the requirements of their IEP. They shall participate in all graduation activities.

Students below the ninth grade level may take high school courses for advanced credit toward graduation. In order to receive such credit, the student must fulfill all of the requirements of the course as stipulated for high school students.

Any person, residing in the District, who has completed the academic requirements in any high school but has not passed all the proficiency tests, is to be awarded a diploma from this District if s/he retakes and passes any unpassed tests at the high school during the designated testing days, unless excused from the tests as provided in law. The person is not required to meet the requirements established by this District.

Students may access the career planning tool through <https://jobseeker.ohiomeansjobs.monster.com/> or the <https://succeed.naviance.com/auth/signin>

Please refer to Policy#5460 to read it in its entirety.

## GRIEVANCE PROCESS

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 (10) days of the incident.

Step 2 – If the principal or designee is unable to resolve the complaint to the student's satisfaction within ten (10) 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 (10) 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 (10) days following receipt of the decision of the Director of Student Services. The decision of the Superintendent shall be final.

## 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 will be excluded from school, after parents are notified:

1. Temperature of greater than 100 degrees F with or without symptoms.
2. Any vomiting due to illness.
3. Any undiagnosed skin rash.
4. Two or more episodes of diarrhea.
5. 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.

## HOME ACCESS CENTER INFORMATION

*Home Access Center (HAC)* is the District's **official grade book** for both parent and student use at the secondary level. It allows parents to stay connected to their child's class schedules, grades, assignments, attendance, and teachers. As soon as teachers post items to their grade books, parents can access the information using the HAC portal through the District's website.

If you had access in a prior school year, login information remains the same. You will be able to log in using the same username and password. If you misplace your username/password, email us at [HomeAccessCenter@parmacityschools.org](mailto:HomeAccessCenter@parmacityschools.org) to request your information.

Many of our communication tools are tied to the Home Access Center, so it is crucial that your contact information be kept up-to-date in the *Registration* section of HAC. Email address can be added or updated. If there are changes to other information (address, phone, etc), please contact the school office.

## 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" may refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school.

The Superintendent may develop rules for the assignment of homework.

Please refer to Policy #2230 and Administrative Guidelines # 2330 to read it in its entirety.

## INVESTIGATIONS BY LAW ENFORCEMENT PERSONNEL

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. Please refer to Policy #5540 to read it in its entirety.

## **MAKING UP MISSED WORK**

### **Make-Up Opportunities**

- A. Students will be given the opportunity to make up work missed due to absences and/or suspension. The length of time for completion of make-up work shall be equal with the length of the absence.
- B. Students will be given the opportunity to make-up work missed due to suspension. The make-up work must be completed and presented to the teacher. Tests missed during the period of suspension may be made up by the students by contacting the teacher on the day of his/her return to school. The teacher, at his/her convenience, may administer the test or assign alternate written work in lieu of the test missed.
- C. A student wishing to make-up work, while still absent, should contact his/her school office to obtain assignments. When requesting work, twenty-four (24) hour advanced notice may be required.
- D. Work completed during in-school suspension shall be turned in at the end of the day.

Please refer to Administrative Guidelines #5200 to read it in its entirety

## **NON-DISCRIMINATION**

Non-discrimination including Title II, IV, VII, IX, and Section 504.

The Parma City School District does not discriminate on the basis of race, color, national origin, sex disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies. (See Policy #'s 2260, 2260.01, 2260.03 for entirety)

Director of Human Resource (Staff)  
5311 Longwood Ave., Parma, Ohio, 44134  
(440) 885-2320

Director of Exceptional Students  
5311 Longwood Ave., Parma, Ohio, 44134  
(440) 842-5300

## **NUTRITION SERVICES**

Children need healthy meals to learn. Our breakfasts and lunches provide meals to promote healthy bodies and minds. Menus offerings include a variety of colorful fruits and vegetables, whole grains, meat, meat alternatives, and milk.

Breakfast and lunch are available to all students.

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

The Board provides eligible children with breakfast and lunch at a reduced rate and/or at no charge to the student.

Eligibility for free or reduced-price meals, is 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 Ohio Department of Education.

Please refer to Policy #8531 and #8510 (Wellness) to read it in its entirety.

Free or reduced-price meal applications are online at online on the Nutrition Services Department web page. Paper copies can be obtained from the Nutrition Services office. To apply for free or reduced meals, complete the online form and enter it, or turn the paper application into the school office or the Food Nutrition Services 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 SNAP 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 of 30 days in which they stay on the program. If a new application is not submitted within 30 days 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. The application determining officials are the Food Service Supervisor (440-842-2162) and the 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, this amount is deducted from their individual account.

Pre-Payments can be made online, by credit card, check (made out to their school's cafeteria department), or with cash. Students can deposit cash or checks before school in the cafeteria. Cash is discouraged as it can easily be misplaced.

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 Nutrition Services Office. In order to open a mySchoolBucks account, go to mySchoolBucks.com

For more information on mySchoolBucks, please see the Nutrition Services page on the Parma City Schools website ([Nutrition Services](#)) and on the cycle menu each student receives at the beginning of their school year. This institution is an equal opportunity.

## **OPEN ENROLLMENT**

The Board of Education shall not allow students from adjacent school districts to enroll in programs of this District.

The Board of Education shall permit any eligible, elementary or middle school student in the District to apply for enrollment in any District program or school, providing the student's application meets the requirements of the State and the conditions established in District guidelines.

The following definitions shall apply:

### *Home School*

The school to which the student has been assigned prior to any request for transfer.

### *Open Enrollment*

State-mandated options, policies, and regulations concerning the Board's authority to adopt resolutions regarding intra-district and inter-district enrollment policies and guidelines. Intra-district open enrollment permits the admission of students to any appropriate school or program in the District.

### *Home-School Student*

A District student who resides in the home-school attendance area.

### *Non-home-School Student*

A District student who enrolls (seeks to enroll) in a program or school in another attendance area within the District.

### *Program*

Any one of the specific course offerings of this District.

### *Program Size*

The restrictions on a number of students in a program due to circumstances unique to that specific program, a collectively-bargained, negotiated agreement, or financial or operating conditions of the District.

The Superintendent shall prepare guidelines for the implementation of this policy in ways that comply with relevant State laws and guidelines and establish procedures that provide for the following:

- A. Nondiscrimination on the basis of grade level, including preschool disabled; academic ability; English language proficiency; or any level of artistic, athletic, or extra-curricular skills. A student's application cannot be denied because of disciplinary action in his/her home school, except for a suspension or expulsion for ten (10) days or more that occurs in the current semester or the semester immediately preceding the application.
- B. Application procedures including the criteria by which applications from non-home-school students shall be reviewed and prioritized.
- C. Maintenance of appropriate racial balance in District schools, classrooms, and programs.
- D. Communications with applicants and their parents concerning this policy and the District's guidelines, including the timelines for application and notification.

- E. Athletic eligibility shall comply with State regulations and the provisions set forth by the Ohio High School Athletic Association.
- F. Transportation will not be provided by the District for students who do not attend schools in their home attendance area.

## **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.

## **PERMANENT STUDENT 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.

## **POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION**

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS shall serve as the foundation for the creation of a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students. An emphasis shall be placed on promoting positive interventions and solutions to potential conflicts. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques.

Every use of restraint and seclusion shall be documented and reported in accordance with this Policy. The Board shall annually notify parents of this policy and publish it on the District's website.

Please refer to Policy # 5630.01 to read it in its entirety.

## **Possession, Use and Transmission of Tobacco Substance, Vapor and Electronic Cigarettes**

The Board of Education is committed to providing students, staff, and visitors with an indoor tobacco and smoke-free environment. The negative health effects of tobacco use for both the users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board.

## **REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS**

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. No student is to be removed, suspended out of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. (See Policy 5605 "Suspension/Expulsion of Disabled Students.")

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

For purposes of this policy and the Student Code of Conduct/Student Discipline Code, the following shall apply:

A "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District. (See Policy 5610.03 "Emergency Removal")

B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension shall not extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year.

The Superintendent may develop a list of appropriate alternative consequences, and set forth such list in the applicable guidelines.

In the event, the student fails to complete the required community service or the assigned alternative consequence, the Superintendent may determine the next course of action. Such course of action, however, shall not include requiring the student to serve the remaining time of the suspension at the beginning of the following year.

The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Policy 5611 - Due Process Rights.

A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension.

C. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 "Due Process Rights"

Please refer to Policy # 5610 to read it in its entirety.

## **RIGHT TO AN EDUCATION**

Ohio law provides for free education for youth in the school district in which their parents reside providing the student is at least five but not twenty-two years of age. The Parma City School District must provide schooling to such students who choose to attend the public school and successfully progress until the time of their graduation. 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. No person may be denied a publicly supported education because of a disability, regardless of its severity. Every student with special needs has the right to a free, appropriate education and to be a part of the regular curricular activities to the greatest extent possible.

Please refer to Policy #5780 to read it in its entirety.

## **THE RIGHTS OF HOMELESS PARENTS & 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 440-842-7022 or the Ohio Department of Education website ([www.ode.state.oh.us](http://www.ode.state.oh.us) /keyword: homeless students) for more information.

Please refer to Policy # 5111 to read it in its entirety.



## **SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS**

The Board of Education may sponsor student publications and productions as means by which students learn, under adult direction, the rights and responsibilities of public expression in a free society.

For purposes of this policy, "publications" may include any audio, visual, or written materials such as tapes, banners, films, pamphlets, notices, newspapers, books, or other like materials. "Productions" may include theatrical performances as well as impromptu dramatic presentations.

In sponsoring a student publication or production, the Board is mindful of the fact that it could be available to any student attending this school, and must, therefore, generally be suitable for all students.

Issues on which opposing points of view have been promulgated by responsible opinion may be introduced in a school-sponsored publication provided equal opportunity is given to present each view and provided further that the material generally is acceptable to this community.

Please refer to Policy #5722 to read it in its entirety.

## **SCHOOL VISITATION**

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.

Except as set forth in District policy or in the case of "service animals" required for use by a person with a disability, no other animals may be on school premises at any time.

The Superintendent shall promulgate such administrative guidelines as are necessary for the protection of students and employees of the District from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to 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.

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the principal. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such by the Board.

The Board member shall be visiting as an interested individual in a similar capacity to any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, s/he should discuss the situation first with the principal as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the School Board.

If the Board member believes the situation or condition serious enough, s/he may wish to also inform the Superintendent.

Please refer to Administrative Guidelines # 9150A to read it in its entirety.

## **SEARCHES AND SEIZURES**

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an

expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

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

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

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Please refer to Administrative Guidelines #5771 to read it in its entirety.

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

It is the policy of the Board of Education to maintain an education and work environment that 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 discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
  
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.

- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Please refer to Policy #5517 to read it in its entirety.

## **STUDENT 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 may encourage or engage in any hazing. No student or advisor may plan, encourage, or engage in any hazing

## **STUDENT RECORDS AND PRIVACY**

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

- A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant), and

- B. contractors, consultants, volunteers, or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers)

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties.

Please refer to Policy #8330 to read it in its entirety.

## **SURVEILLANCE CAMERAS**

For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

## **SUSPENSION OF TRANSPORTATION PRIVILEGES**

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.

Please refer to Policy# 5610 to read it in its entirety.

## **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 may be entitled to bus transportation:

|                    |           |
|--------------------|-----------|
| Grades K through 8 | 2.0 miles |
|--------------------|-----------|

Mileage requirements for students in grades kindergarten through eight (8) as determined by State Law and the board may 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.

Please refer to the Parma City School District Parents/Guardian/Student Transportation Handbook under Transportation Department to read it in its entirety.

## **USE OF MEDICATION**

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, “medication” may 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 may 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 may 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.

Additionally, students may administer medication or treatment to themselves, if authorized in writing by their parents and licensed health professional authorized to prescribe drugs.

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.

Only employees of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and are designated by the Board may administer prescription drugs to students in school.

Students who may require administration of an emergency medication may have such medication in their possession upon written authorization of their parent(s) or, such medication, upon being identified as aforementioned, may be stored in the school clinic and administered in accord with this policy.

The Superintendent shall prepare administrative guidelines to ensure the proper implementation of this policy.

Please refer to Policy #5330 to read it in its entirety.