

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

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

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

Date: _____

Student Name (Print): _____

Student Signature: _____

Parent Name: _____

Parent Signature: _____

Homeroom Teacher: _____

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

EAST CLEVELAND CITY SCHOOLS

Shaw High School



Mr. Larry Ellis
High School Revitalization Principal

Mr. Almad Allen
High School Revitalization Assistant Principal
Grades 11-12

Dr. Ann Spurrier
High School Revitalization Assistant Principal
Grades 9-10

Dr. John Buckner
Career Pathway and Workforce Development Coordinator

15320 Euclid Avenue
East Cleveland, OH 44112
(216) 268-6504/6505

SHAW HIGH SCHOOL

August 2020

Dear Student:

Please sign and return this form to your homeroom teacher. Your signature is required for the receipt of the Shaw High School Student and Parent Handbook.

I have received a copy of the Shaw High School Student and Parent Handbook. It is my responsibility to read and share this information with my parent/guardian.

Homeroom Teacher: _____ Room Number: _____

Student Name (Print):

Student Signature:

Date:

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Gang Policy

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100% Tobacco Free Schools Policy

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Schools

Caledonia Revitalization Elementary School 268-6690

(Grades K-2)
914 Caledonia Avenue
Ms. Felicia Curtain, Revitalization Principal

Mayfair Revitalization Elementary School 268-6650

(Grades 3-5)
13916 Mayfair Avenue
Mrs. Sabrina Ingram, Revitalization Principal

Prospect Academy (Preschool School) 268-6670

(Ages 0-3 & 3-5)
1843 Stanwood Road
Ms. Shawna LeSure, Administrator

W. H. Kirk Middle School 268-6610

(Grades 6-8)
Mrs. Mary Fitzgerald, Principal
14410 Terrace Road

Shaw High School 268-6887

Mr. Larry Ellis, Principal
15320 Euclid Avenue

9th & 10th Grade 268-6516

Dr. Ann Spurrier, Assistant Principal

11th & 12th Grade 268-6376

Mr. Almad Allen, Assistant Principal

IMPORTANT PHONE NUMBERS

Chief Executive Officer & Superintendent 268-6580
Dr. Henry Pettiegrew II

Chief Financial Officer/Treasurer 268-6587
Mrs. Diana C. Whitt

Director of Curriculum, Instruction & Assessment 268-6598
Mrs. Paula Elder

Director of Human Resources 268-6581
Mrs. Andratesha Fritzgerald

Career Pathway and Workforce Development Coordinator 268-6492
Dr. John R. Buckner

Ombudsman 268-6689
Mr. Dennis Bunkley

Director of Diversity, Equity & Inclusion 268-6605
Mrs. Rae M. Bastock

Special Education Supervisors
Grades PreK-5 Mrs. Bethany Britt **268-6470**
Grades 6-12 Mrs. Courtney Jones **268-6474**

Assistant Treasurer 268-6659
Mrs. Phyllis East

Director of Communications/Technology 268-6570
Mr. Donshon Wilson

Facility and Operations Manager 268-6586
Mr. Vergil Calloway

Director of Data, Research & Assessment 268-6568
Registration 268-6600
Mr. Tom Domzalski

Bus Garage 268-6599

EAST CLEVELAND CITY SCHOOLS
SCHOOL CALENDAR
2020-2021 SCHOOL YEAR

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

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

**Student Days
2020-2021 School Year**

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

August 2020

Dear Students and Parents/Guardians:

Welcome to the 2020-2021 school year. I am excited to serve as the Principal of East Cleveland City School's Shaw High School. During these unprecedented times, Shaw High School is prepared to offer you and your child/children an education based on researched best practices. Whether face to face, blended, or virtual, we will provide an innovative educational experience that will support your child's academic and social-emotional needs while preparing them for success in the college and career pathway of their choice.

Shaw High School recognizes that many of our students will be working without support from their families, as well as juggling numerous responsibilities such as caring for family members or working. Therefore, with this in mind, all Shaw High School stakeholders will be cognizant of the barriers that our students may face, which affords us the opportunity to be as flexible as possible when designing a personalized learning experience for them.

As we continue to offer our traditional academics, we will also offer diverse opportunities within the Career Technical Department that prepares students for careers in Nursing, Child Care, Criminal Justice, Culinary, Cosmetology, and more. Our Guidance Counselors, Social Workers, School Psychologist, Graduation for Success Coaches, College Now Coaches, and Parent Liaisons collectively create our collaborative team for supporting virtual learning in the next few months. This team will provide our student body with strategies, resources and support for our families and students to assist with overcoming adverse conditions.

Remember, we want you to know that we do understand that these are unprecedented times, and this school year may look a little different for all of us. Shaw High School will continue to design a learning experience that's conducive to all students being successful.

Please do not hesitate to contact me with any concerns or questions that you may have.

Respectfully

Mr. Larry Ellis
Principal

FOREWORD

The Shaw High School Student Parent Handbook is designed to inform students and parents of the policies, procedures, and services that govern all small schools under the Shaw High School umbrella. This handbook will inform parents and assist students in adjusting to the daily routine of our high school program. We sincerely hope the information provided will help promote a spirit of mutual cooperation between the school and home.

EAST CLEVELAND CITY SCHOOL MISSION STATEMENT

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

OUR CORE VALUES

WE BELIEVE ...

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

ATTENTION

SCHOOL DAY

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

Time
8:30 a.m. – 3:20 p.m.

MAYFAIR ELEMENTARY SCHOOL

13916 Mayfair Avenue
East Cleveland, OH

Time

8:30 a.m. – 3:20 p.m.

PROSPECT ACADEMY

1843 Stanwood Road
East Cleveland, OH 44112

Time

8:30 a.m. – 3:30 p.m.

W. H. KIRK MIDDLE SCHOOL

14410 Terrace Road
East Cleveland, OH 44112

Time

8:30 a.m. – 3:10 p.m.

SHAW HIGH SCHOOL

15320 Euclid Avenue
East Cleveland, OH 44112

Time

Monday thru Friday

8:15 a.m. – 2:58 p.m.

SHAW HIGH SCHOOL ALMA MATER

BY JOHN HOWARD, CLASS OF '31

Sing with praise to old Shaw High School;

Glorify her name.

In the halls of school day victories

Shaw has won her fame.

While at war with grim defeat

She learned to play the game.

Sing with praise to old Shaw High School

Glorify her name.

PHILOSOPHY OF SHAW HIGH SCHOOL

WE, the staff of Shaw High School, believe that each student can learn. We further believe that learning is a continuous process of growth and development. Our mission is to provide each student with skills necessary to reach his/her fullest potential as a useful, productive member of our society.

WE believe each student is a unique person. Therefore, to foster the development of all our students, a variety of curricular offerings and support programs are necessary in order to meet their varying abilities and needs.

WE recognize the need for consistent monitoring of pupil progress in order to assist individual students.

WE believe that educating a student means preparing him/her to function as an independent life-long learner. In order to achieve this, we must equip each student with critical thinking skills, with problem solving skills, with study skills, and with a desire to learn. In addition, we believe students need experiences that will prepare them to enter the world of work as well as to acquire an appreciation of the arts.

WE believe in dedication to excellence. We recognize that time on task and quality instruction must be priorities in order to attain academic excellence. In an atmosphere of high expectations and high standards, students will be encouraged to strive for success in a wide variety of areas.

WE value parents and other members of the community and seek their support in all educational efforts made on behalf of our students.

WE request and utilize the talents and experiences of all staff members, recognizing that each person in the building has a valuable contribution to make in the improvement of our school. We will strive to keep the channels of communication open to all staff members so that, as a cohesive team, we can provide a positive support system for ourselves and for our students.

WE as a staff, have made a conscious decision to make Shaw High School an effective school and that is our mission. We enter this decision with a sense of personal commitment to bring about our desired results.

CONTINUOUS IMPROVEMENT PLAN

EAST CLEVELAND CITY SCHOOL DISTRICT'S CONTINUOUS IMPROVEMENT PLAN has two major goals. While the Plan serves as the roadmap for student academic improvement in the District, these goals represent key areas by which strategies and interventions will be focused throughout the District. Additionally, the District CIP serves as the model for building and department continuous improvement plans. Specifically, all of the aforementioned plans must reflect the District CIP and goals.

The District Continuous Improvement Plan has been revised to reflect the areas by which the Ohio Department of Education conducts its on site-evaluations. By reflecting on those areas that are present in high performing school districts, East Cleveland will remain diligent in adhering to the continuous improvement plan, thereby ultimately improving student academic performance.

GOALS

GOAL 1: ALL STUDENTS IN THE EAST CLEVELAND SCHOOL DISTRICT WILL SHOW IMPROVED ACHIEVEMENT OUTCOMES THROUGH THE DELIVERY OF TIMELY, RIGOROUS, APPROPRIATE INSTRUCTION THAT UTILIZES DIFFERENTIATION STRATEGIES DAILY IN READING, MATHEMATICS AND SCIENCE.

GOAL 2: THE DISTRICT WILL PROVIDE LEARNING ENVIRONMENTS THAT ARE SAFE, DRUG FREE, INVITING AND PROMOTE HIGH EXPECTATIONS FOR ALL STUDENTS AS EVIDENCED BY A 5% INCREASE EACH YEAR RELATIVE TO ATTENDANCE, A 25% YEARLY DECREASE IN DISCIPLINE OCCURRENCES, AND A 5% YEARLY INCREASE IN THE GRADUATION RATE.

Contact the Office of the Chief Executive Officer & Superintendent at (216) 268-6580 for additional information about the East Cleveland Continuous Improvement Plan.

THE EAST CLEVELAND CITY SCHOOL DISTRICT

PARENTAL INVOLVEMENT POLICY

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

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

- The importance of the involvement of parents in directly affecting the success of their children's educational efforts.
 - The importance of consistent and effective communication between the parent/guardian and school officials, i.e., conferences, communications by phone or in writing, visitation, school programs, and parent meetings.
- The importance of assisting and supporting their children in classroom learning activities; and
 - Techniques, strategies, and skills to use at home to improve their children's academic success and to support their children's academic efforts at school and their children's development as future responsible adult members of society.

PHILOSOPHY OF EAST CLEVELAND CITY SCHOOLS

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

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

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

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

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

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

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

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

VIRTUAL BELL SCHEDULE



SHAW HIGH SCHOOL
2020-2021 Virtual Schedule



	Monday & Thursday	Wednesday	Tuesday & Friday
8:00 a.m. - 8:50 a.m.	<i>Mindful Moments</i>	<i>Mindful Moments</i>	<i>Mindful Moments</i>
9:00 a.m. - 9:50 a.m.	1 st Period	<i>Independent Learning, Individual Intervention, Testing</i>	7 th Period
10:00 a.m. - 10:50 a.m.	2 nd Period	<i>Independent Learning, Individual Intervention, Testing</i>	8 th Period
11:00 a.m. - 11:50 a.m.	3 rd Period	<i>Independent Learning, Individual Intervention, Testing</i>	9 th Period
11:50 a.m. - 1:00 p.m.	Lunch	Lunch	Lunch
1:00 p.m. - 1:50 p.m.	4 th /5 th Period or 5 th /6 th Period	<i>Independent Learning, Individual Intervention, Testing</i>	10 th Period
2:00 p.m. - 3:30 p.m.	Enrichment	Enrichment	Enrichment

Enrichment is a great time to begin homework, check ProgressBook, connect with classmates to study, meet with staff (teachers, guidance counselors, etc.), review the day's lessons and/or plan for your career.

VISITORS

All visitors should report directly to the Security Table to obtain a Visitor's Badge before spending time on campus. To gain entrance into the building all visitors must have a **state ID, driver's license or military ID**. All visitors must be escorted by security to their location(s). Upon completion of the visit, the visitor must leave the premises immediately.

Shaw High School has an open door policy to all parents/guardians. Parents may visit classes at any time. However, parent conferences must be scheduled in advance and are held during a teacher's planning period. Classroom observations by parents are simply to observe their child's progress in the classroom. In an effort to promote a positive school environment, students may not bring visitors to school. Moreover, Shaw reserves the right to exclude visitors from the school. Prior approval is necessary from the principal if students are going to bring guests to Shaw High School. In addition, pre-school, or younger children shall not be brought to school without authorization from the principal.

No deliveries will be permitted or accepted for Shaw High School students.

STUDENT ATTENDANCE POLICY

The policy of the East Cleveland City School District mandates that every student enrolled within the District shall attend school every day and be on time. Toward that end, school administrators will enforce compulsory attendance laws. Additionally, when appropriate, school personnel will seek the support of agencies and persons external to the school district to assist in implementation of these mandates.

ABSENCE FROM SCHOOL/CLASS

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

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

GENERAL PROCEDURES

1. The school administrator's office shall have on file a completed Registration Packet for each student, which includes demographic information, and when necessary, the parent's signature made available for comparative purposes.
2. At the beginning of each school year, the administrator (or his/her designee) shall inform the students and their parents of the East Cleveland City School District's Attendance Policy.
3. The administrator shall inform the students, parents/legal guardians that they have the responsibility of notifying the school by telephone and by note if a student is going to be absent to school.

4. The parent phone call shall be made on or before the day of the absence to the student's small school. A written explanation regarding the student's absence shall accompany the student when he/she returns to school. This call, and the accompanying note, must include the student's name, date, homeroom, reason for absence, and a phone number where the parents/guardians can be reached for verification purposes. Regardless of phone call or note, absences for any reason other than those listed below under "excused absences" are unexcused absences.
5. Students transported by board-owned vehicles shall be marked "*Excused Tardy*" if they are late as a result of transportation problems, inclement weather or similar difficulties.
6. The homeroom teacher shall check attendance daily; and keep an accurate record of each student's attendance, absence and tardiness where applicable on the appropriate forms.
7. Each classroom teacher shall report all tardies and absences daily to the small school office on the appropriate attendance form.
8. The appropriate school personnel shall contact the parent by telephone whenever a student is absent unless prior arrangements have been made. Code-A-Phone machines will call daily any students who have an unexcused absence.
9. Students with early excusals should sign out at the main doors and exit campus, with no reentry.
10. Students have the responsibility to attend school regularly, to be on time to each of his/her classes and to behave in ways that foster academic excellence and good citizenship.

EXCUSED ABSENCES

1. Personal Illness

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

2. Quarantine of the Home

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

3. Death in Immediate Family

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

4. Observance of a Religious Holiday

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

5. Emergency

An emergency is a set of circumstances, which in the judgment of the Chief Executive Officer of Schools or his/her designee constitutes a good and sufficient cause of absence from school.

UNEXCUSED ABSENCES

Unexcused absences are any absences except those listed as excused absences other than those provided. So varied are the examples of unexcused absences, that any listing would be pointless and would suggest that there are limits. Good administrative judgment is the prime requisite in deciding when absences may be excused or unexcused.

Any unexcused absence may be considered truancy. Any truancy will be referred to the appropriate unit principal who will in turn refer the case to other appropriate authorities.

In the event of a student's absence, the principal/designee will contact the parents of the student to determine the problem and offer assistance.

Once the student has accumulated five unexcused absences during a semester, the Principal will notify the parents that the student is in danger of failing.

Discipline will be progressive and commensurate with number of infractions. Principals will use progressive discipline to deal with any incidents of truancy; unexcused absences from school or class may result in any of the following actions: parent notification, parent and/or student conference, Saturday School, referral to School Court, In-School Suspension, referral to Social Services, Out-of-School Suspension, referral to professional counseling, referral to Pupil Services for withdrawal or expulsion, referral to Juvenile Court, or placement in alternative programs designed to improve attendance.

CLASS ATTENDANCE (GRADES 9-12)

Students who have accumulated ten unexcused absences in a course during the semester, upon the recommendation of the classroom teacher and building administrator, may not receive credit for the course for the semester. A student may appeal this ruling to the principal.

The procedures relating to unauthorized absences from individual classes (class cuts) are the following:

1. All teachers will take attendance.
2. The teacher will notify the parent when the first verified incident of class cutting occurs.
3. After three unauthorized absences (cuts), a teacher must send a referral to the appropriate Principal.
4. Revitalization Assistant principals will utilize progressive discipline when dealing with class cuts. Beyond parent notification, class cutting will result in any of the following actions: parent/student conference, Saturday School, referral to School Court, In-School Suspension, Out-of-School Suspension, referral to professional counseling, referral to Social Services, referral to Juvenile Court, referral to Pupil Services for withdrawal or expulsion, or alternatives to suspension. Class cutting is a Category IV offense of the Uniform Discipline Code.

Commented [1]: Revitalization Assistant principals

TARDINESS TO SCHOOL

Any student arriving tardy to school must report immediately to the attendance office (room 229). If the attendance office is closed, students must report to their small school office to obtain a pass. Regardless of phone call or note, tardiness for any reason other than illness, doctor's appointment, or family emergency is an unexcused tardy. Any questionable reasons will be referred to the principal or his/her designee for final determination of excused/unexcused status.

Commented [2]: I need to redefine the location for this room

Principals will utilize progressive discipline when dealing with tardiness to school. Beyond parent notification, unexcused tardiness may result in any of the following actions: parent/student conference, Saturday School, referral to Out-of-School Suspension, referral to professional counseling, referral to Social Services, referral to Juvenile Court, referral to Pupil Services for withdrawal or expulsion or placement in alternative programs designed to improve attendance. Tardiness is a Category IV offense of the Uniform Discipline Code. Discipline will be progressive and commensurate with the number of infractions.

TARDINESS TO CLASS

Tardiness to first period class is considered tardy to school. If students are tardy to school, they must obtain an admit slip from the attendance office or school office. Students arriving tardy to any class other than first period, must be admitted to class with or without a pass. Students without a pass will be marked unexcused tardy and assigned a teacher consequence. Teachers will contact parents in event of repeated incidences of tardiness. Teachers will refer students to the office or administrator for repeated incidences of tardiness after parental contact and other consequences have failed to correct student behavior. Tardiness of twenty minutes or more is considered a class cut. Tardy students will not be admitted to class during administrative lockouts.

TRUANCY PROGRAM

The East Cleveland City School District and the City of East Cleveland Daytime Truancy Program will operate the same way as the previous program whereby:

- Representatives of the East Cleveland Police Department will notify, in advance, administrative representatives of Shaw High School when a truancy sweep is in effect.
- East Cleveland Police will bring the youth to the police officer on duty.
- Students referred to The School Resource Officer will be processed in accordance with the guidelines set forth by the East Cleveland City School District.

This program is designed to discourage truancy and unauthorized travel throughout the city during school hours. It is one additional step toward increasing school attendance.

EARLY EXCUSALS

Early excusals are allowed only for reasons that would constitute an excused absence: personal illness, death in immediate family, observance of a religious holiday, emergency, doctor/dentist appointments. Early excusals are obtained from the small school office. A student requesting an early excusal should report to the small school office in the morning. He or she must have authorization from his or her parents prior to being excused from school. Parents will be called to verify the student's absence. Any student requesting an early release must be picked up and signed out by the parent/guardian.

REGULATIONS FOR FIRE DRILLS

Every room in the building should have directions posted so as to give proper instruction to students during an emergency. The following procedures should be adhered to:

1. Teachers will close and lock all windows, turn off all lights and close the classroom doors.
2. Move swiftly and quietly — Do not run.
3. Follow signs and directions.
4. Move out of the door and away from the building to the designated areas.
5. Return to the building only upon the signal of school personnel.

TORNADO DRILL REGULATIONS

When there is an intermittent ringing of a bell to signal a tornado drill, students are to follow their teacher to the designated area. The bell will ring throughout the tornado drill. When the drill is over, students will be notified by signal of school personnel.

If an emergency of this magnitude should be announced, faculty members are expected to take their students to the designated area. The safety position for a tornado drill is for each individual to kneel on one knee facing the wall; head lowered upon his/her knee, and hands on head.

LOSS OF POWER — STUDENTS ARE TO REMAIN IN THEIR ASSIGNED AREA.

SNOW AND EMERGENCY CLOSINGS REGULATIONS

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

In the event of bad weather conditions or other emergencies, the Chief Executive Officer makes the decision as to whether school will be closed. This information is reported to local radio and television stations before 6:30 A.M.

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

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

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

EMERGENCY EVACUATION REGULATIONS

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

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

AUDITERIA REGULATIONS

All students must remain in the Auditoria while eating regardless of whether or not they buy a complete lunch. Students should not take food out of the Auditoria.

1. Students must have an ID visible and worn around the neck upon entrance to the Auditoria.
2. Shaw has a closed lunch. Students are not allowed to leave the Auditoria. They are not allowed outside the Auditoria or building. Students leaving campus unauthorized are violating school policy and city ordinance. Disciplinary action and/or fines will be imposed.
3. Students must remain in dress code throughout the school day, including their lunch period.
4. Electronic devices such as cell phones, handhelds or Bluetooth speakers, etc. are not permitted in school, including lunch periods.
5. Each student has the responsibility of returning his/her own tray and throwing away his or her own trash in the proper containers.
6. Students must not cut in front of other students already in the lunch line.
7. Students may be assigned to a special seat in the Auditoria if the Auditoria monitors recommend it.
8. Students who violate Auditoria rules may be disciplined and sent out of the Auditoria.
9. Students should not block the aisles in the Auditoria nor stand against the Auditoria walls, soda machines, railings, and lockers.
10. The Auditoria tables and chairs should not be moved without authorization from the Auditoria monitor.
11. Students who violate these Auditoria regulations will be disciplined according to the Student Code of Conduct.

EAST CLEVELAND CITY SCHOOL DISTRICT'S SEX DISCRIMINATION AND SEXUAL HARASSMENT POLICY COVERING STUDENTS

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

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

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

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

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

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

Definition of Sexual Harassment

1. Sexual harassment is unwelcome conduct of a sexual nature. Such conduct can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature, when made by a member of the school staff or a third party (e.g., a visiting speaker or visiting athletes) to a student or when made by any student to another student. Such actions constitute sexual harassment when:
 - a) Submission to such conduct is made, either explicitly or implicitly, a term or condition of a student's education;
 - b) Submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting that student; or

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

Complaint Procedure

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

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

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

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

Discipline

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

PROCEDURE FOR SEXUAL HARASSMENT/TITLE IX GRIEVANCES FOR STUDENTS

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

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

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

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

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

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

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

Step 1: Any student or employee who has a complaint of alleged sex discrimination may attempt promptly to resolve the complaint by discussion with the building principal or immediate supervisor in case of classified employees. If the building principal or immediate supervisor is the subject of the complaint, the complaint may be discussed with the Title IX Coordinator. If the Title IX Coordinator is the subject of the complaint, the complaint may be discussed with the Chief Executive Officer or the Board. The individual who receives the complaint shall keep a written record of the discussion and provide a copy to the student or employee involved.

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

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

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

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

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

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

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

CORPORAL PUNISHMENT

As a result of SB 29 **ALL** corporal punishment in the East Cleveland City School District is **BANNED**. This mandate was effective on September 12, 1998.

PHYSICAL FORCE AND RESTRAINT

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

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

SEARCH AND SEIZURE

SEARCH OF A STUDENT'S PERSON OR PERSONAL EFFECTS

When possible, all searches should be conducted in the presence of the student and another witness or witnesses. Properly authorized school officials may search a student, his/her personal effects, or school property occupied by the student, such as his/her locker or desk, if the school officials have reasonable grounds to believe that such a search will turn up evidence that the student has violated or is violating the law or rules of the school or is needed to maintain order in the school.

WAND POLICY

Weapons are not permitted in East Cleveland City School District Board of Education facilities. All persons entering this building may be required to submit to a metal detector scan and a personal search if necessary, to ensure that weapons are not brought into Shaw High School. Bags and parcels also may be searched by means of metal detecting devices, by hand, or otherwise.

All persons entering the building will be scanned. Persons within the building may be scanned if reasonable suspicion exists. Refusal to cooperate with the search will result in the denial of entry or disciplinary action.

The Wand Policy is by order of the East Cleveland City School District Board of Education

LOCKERS

Lockers are the property of the Board of Education and that the lockers and the contents thereof are subject to random searches at any time without regard to any reasonable suspicion.

The right to enter a student's locker is retained by the administration. This right will be executed if a reasonable suspicion exists that may affect the health, safety, and welfare of staff and students. Students are expected to clean out their lockers periodically and at the end of each school year. Students will be held responsible for their books if they fail to turn them in after a prolonged suspension, expulsion, or withdrawal.

Each student is assigned a locker at the beginning of the year. Student lockers are the property of the Board of Education, loaned to students for the purpose of safeguarding student's possessions. The East Cleveland Board of Education **assumes no responsibility for lost or stolen articles.**

In order to safeguard student property:

1. Do not share a combination.
2. Do not share a locker with another student.
3. No locker passes will be given during class periods.
4. Problems with student lockers should be reported immediately to the respective principal.

VIDEO MONITORING

To ensure safety, areas of the building and school grounds are under video surveillance.

REMOVAL FROM THE SCHOOL PREMISES

Whenever a student is removed from the school premises, the student and his/her parent, guardian, or custodian have the right to an informal hearing with the principal or designee within seventy-two (72) hours from the time of the initial removal. The purpose is to enable the student an opportunity to challenge the reason for the removal or to otherwise explain his/her actions. The individual who ordered, caused, or requested the removal shall be present at the hearing, unless waived by the student and the administrator. As soon as practical, prior to the hearing, the student is to receive a written notice of the hearing and the reason for the removal.

REMOVAL FROM A CURRICULAR OR EXTRACURRICULAR ACTIVITY

If a student is removed from a curricular or extracurricular activity for longer than twenty-four hours or on two successive days for the same or similar conduct, the student has the right to an informal hearing with the principal or designee within seventy-two (72) hours from the time of the initial removal. The purpose is to enable the student an opportunity to challenge the reason for the removal or to otherwise explain his actions. The individual who ordered, caused, or requested the removal shall be present at the hearing, unless waived by the parent and the administrator. As soon as practical, prior to the hearing, the student is to receive a written notice of the hearing and the reason for the removal.

DUE PROCESS

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

EMERGENCY REMOVAL

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

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

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

EXPULSIONS

A student may be expelled from school by the Chief Executive Officer & Superintendent for a period authorized by state law.

1. Following a student's violation of a Category I or Category II infraction, written notice and an informal hearing may be held at the building level, (procedure stated herein).
2. After the informal hearing, if the decision is to recommend that the student be expelled, the principal must provide written notice to the student of this recommendation. The principal should provide a written recommendation to the Chief Executive Officer & Superintendent.
3. A student may be expelled for violation of Category I or Category II infractions of the Student Code of Conduct after notice and the opportunity for a hearing has been provided.

4. Prior to expulsion, written notice to the student and parent(s)/guardian of the intent to expel must be provided. This notice shall include the specific infraction charged against the student. The notice shall also inform the student, parent(s) guardian of the time of the opportunity for a hearing between three and five days after notice is given, the place of the hearing and the student's right to representation.
5. After the expulsion hearing, if the decision is to expel, the expulsion becomes effective immediately. Within 24 hours, written notice of the expulsion will be provided to the student, parent(s)/guardian, and the Clerk Treasurer of the Board of Education. The notice shall also include the reason(s) for the expulsion and the right to appeal the decision to expel to the Board of Education's designated hearing officer. The notice must also include the right to legal representation at the appeal and to request the hearing be held in executive session.

APPEAL

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

1. A student or his parent(s)/guardian or representative may appeal his/her suspension or expulsion to the Board's hearing officer.
2. An appeal must be commenced within three school days of the receipt of the notice of suspension or expulsion by giving written notice of the intent to appeal to the Principal of the student's school.
3. Such student or his/her parent(s)/guardian or representative may be represented in all such appeal proceedings. At the request of the student or his/her parent(s)/guardian, or representative, the hearing officer may hold the hearing in executive session, but shall act upon such suspension or expulsion only in public meeting. The hearing officer will make his recommendation to the Board of Education, which by management vote affirms the order of suspension or expulsion or may reinstate such student or otherwise reverse, vacate, or modify the order of suspension or expulsion. No student shall be suspended or expelled from any school beyond the current semester, or as otherwise authorized by state law.
4. The hearing officer shall make a verbatim record of the hearing held under the above paragraph. The decision of the hearing officer may be appealed under Chapter 2606 of the Ohio Revised Code of the State of Ohio.

A student who voluntarily agrees to provide information to an attorney, in the presence of a school administrator, will be permitted to do so if he/she so chooses. The school administrator acting under the legal umbrella — "*in loco parentis*" — will protect the student's rights regarding due process, verbal badgering, etc. The student may also retain the right to refuse testimony except in the presence of the custodial parent/guardian.

ALTERNATIVES TO SUSPENSION

AFter SCHOOL DETENTION

Students will receive detentions for violating minor school rules. It is recommended that students notify parents in advance if they have a detention obligation. Failure to fulfill your detention obligation may result in a referral to the appropriate Revitalization Assistant principal.

ALTERNATIVES TO SUSPENSION / EXPULSION

GOAL: TO PROMOTE STUDENT SELF-DISCIPLINE AND STUDENT ACHIEVEMENT

PROGRAM	GRADE	MAJOR OBJECTIVES	PROGRAM DESCRIPTIONS	TIME RANGE
Saturday School	9-12	To enhance the achievement and self-concept of a disruptive student.	An assigned place in school where a student knows he/she cannot participate in regular classroom activities or any other school function until he/she has done the following: <ol style="list-style-type: none"> 1. Completed regular classroom assignments. 2. Performed work detail services in the school. 3. Devised a plan for following established rules. 4. Received guidance in learning and demonstrating appropriate behavior and has made an acceptable commitment to follow the plan. 	1-More Sessions
Alternative School	9-12	To build basic skills To promote self control. To reduce classroom disruptions. To foster positive peer/adult relationships. To provide more effective learning conditions.	A school setting that is created for the student who experiences great difficulties functioning in a regular school setting. The alternative school will provide students a more personalized approach to social and academic goals with an emphasis on: Contingency management systems, low student-teacher ratios, daily counseling, peer counseling and other services.	1 Semester to 1 Year or More
Community Service	7-12	To promote personal responsibility and citizenship.	The student will work on campus with custodian or teacher the assigned number of hours after school or on Saturday, to eliminate his/her conduct demerits.	1 Day
		To improve student behavior, achievement and involvement. To promote personal responsibility for his/her actions	A school discipline program to be held before or after school in a specified area (designated by each building) for a serious misconduct and to be assigned by a building administrator.	Flexible
In-School Suspension	7-12	To promote personal responsibility and citizenship	An assigned place in school where a student knows he/she cannot participate in regular classroom activities or any other school function until he/she has done the following: <ol style="list-style-type: none"> 1. Completed regular classroom assignments. 2. Performed work detail services in the school. 3. Devised a plan for following established rules. 4. Received guidance in learning and demonstrating appropriate behavior and has made an acceptable commitment to follow the plan. 	1 to 10 Days
Student Chemical Abuse	7-12	To reduce the incidence of drug abuse.	A place in the school such as a "rap room" where a drug user can go to discuss how he/she can get assistance in addressing drug abuse problems.	As Needed

Commented [3]: alternative school doesn't exist anymore

Commented [4]: Should this be rename to align with restorative practice

ACADEMIC PROCEDURES

Student Academic Load

All students are required to carry a full schedule. The official school day for each full time pupil shall consist of not less than six hours of scheduled classes and other guided learning experiences. The counselor and the registrar in charge of scheduling will consider exceptions to this rule on an individual basis. Students must — by state law — remain in school for six (6) hours each day. No student may leave the building prior to 2:50 p.m. with the exception of students in approved vocational programs or those having appointments.

Schedule Changes

Schedule changes will not occur after two weeks of the beginning of classes except under extenuating circumstances. Requests must be made in writing. A parent, counselor, teacher and/or an administrator must approve them. Students may not follow a schedule change until they officially withdraw from the class being dropped.

Homework Policy

We strongly recommend that students complete their homework. We urge parents to call staff members to seek additional homework assignments if they deem it necessary. Individually, teachers use their professional judgment as to how often homework assignments are assigned (and how often homework assignments are graded). However, parents should expect a minimum of two homework assignments per class per week.

Grading Policy

Each student receives a copy of a teacher's grading policy during his/her first week in the course. This grading policy outlines: 1) classroom procedures and rules, 2) how grades are calculated (for example--quizzes, notebooks, participation, classwork, homework, tests, etc.), 3) policies regarding special areas (make-up work, extra-credit, late work, extra help, etc.), 4) required supplies, etc. Student and parent should read the grading policy for each class and be familiar with its contents. Students will be expected to sign a copy of this grading policy for teacher's records. Students should expect the teacher to follow this policy when calculating grades for progress reports and report cards.

Each teacher will compute his/her grades using percentages. Corresponding letter grades will be reported mid marking period (via progress reports). Students who may be failing will receive a grade of incomplete at the end of the nine-week period. Those students and their parents will meet with their small school principal, counselor, and teacher(s) to develop a plan of action to improve their grade. One mandatory requirement will be that the students attend Saturday School and After School Tutoring. The system for interpreting class percentage totals to letter grades is as follows:

90% - 100%	=	A
80% - 89%	=	B
70% - 79%	=	C
60% - 69%	=	D
0% - 59%	=	<i>Incomplete for first and third nine-weeks grading period.</i>

FINAL EXAMS

Each student will be required to take a final exam each semester. The exam is weighed as 1/7 of the semester average. A student's final semester grade will be determined as:

$$\begin{aligned} &1^{\text{st}} \text{ 9 weeks grade} = 3/7 \\ &2^{\text{nd}} \text{ 9 weeks grade} = 3/7 \\ &\underline{\text{Final exam}} = 1/7 \\ &\text{Semester grade} = 7/7 \end{aligned}$$

PROGRESS REPORTS OR INTERIM REPORTS

Progress reports, also known as interim reports, are issued at the midpoint of each grading period to all students. These reports are mailed home. Students receive a letter grade in every class. The purpose of Progress Reports is to give students notice of their achievement thus far in each class during the current marking period. Students with satisfactory grades should continue their strong efforts and good work to ensure good grades at the end of the marking period. Students with unsatisfactory grades should take steps to improve grades before the end of the nine weeks. Parents should call their child's guidance counselor if they have any questions regarding Progress Reports.

The system for interpreting class percentage totals to letter grades is as follows:

90 – 100	=	A
80 – 89	=	B
70 – 79	=	C
60 – 69	=	D
0 – 59	=	F

REPORT CARDS

All students will receive report cards based on a nine-week grade report period. Report cards for the first and third marking periods are distributed to parents at the Parent Conference Night/Day in November and March respectively. Report cards not picked up during these Parent Conference Night/Days are mailed home at the conclusion of parent conferences. Report cards at the end of each semester: first (January) and second (June) are mailed home to all students. Parents should expect reports cards to arrive approximately two weeks after the nine -week report period ends. If students do not receive a report card or parents have questions regarding their child's report card, please call your child's guidance counselor.

CLASS AUDIT

A class audit is a status whereby a student is registered in a course but will not receive a grade or credit. The student is still required to complete all assignments and to take all tests or the student will be removed from the class and the audit privileges will be revoked.

To be eligible to audit a class, a student must have the permission from the following: His or her parent, the teacher whose class is to be audited, and his/her guidance counselor. The final approval will be granted by the small school principal.

Students must get approval for a class audit before the end of the fifth week of the semester.

INCOMPLETE WORK DUE TO ILLNESS OR OTHER EXCUSED ABSENCE

All students who present an excused absence slip to the classroom teacher must be allowed to make up tests and all other work missed. A student, who has an excused absence, must request

make-up work from the teacher within five days of his/her return to school. Make-up work should be turned into the teacher within ten school days of receiving it unless the teacher extends this time period.

INCOMPLETE GRADES

Unless previously arranged by the teacher and principal, all incomplete grades are to be made up by the end of the semester or the "I" becomes an "F." Students are responsible to make up all required work in order to remove an incomplete. Incompletes are issued 1st and 3rd grading periods only.

HONOR / MERIT ROLL

Honor and Merit Roll distinctions are made each marking period. All subjects are included in the G.P.A. to determine Honor and Merit Roll except those classes that are graded "Satisfactory" or "Unsatisfactory."

HONOR ROLL = 3.5 AVERAGE OR HIGHER

Honor Roll is awarded to students who have earned a 3.5 G.P.A. or higher and have no grade lower than a B.

MERIT ROLL = 3.0 - 3.49 AVERAGE

Merit Roll is awarded to students who earn a 3.0 - 3.49 G.P.A. with no more than one C allowed. D's and F's disqualify a student from Merit Roll regardless of G.P.A. earned.

CREDITS AND GRADUATION

In high school students are placed at grade level according to credits earned. The requirements for each grade level are listed below:

9 th grade	Less than 5.00 credits
10 th grade	5.00 credits
11 th grade	10.0 credits
12 th grade	15.00 credits

Note: Most classes earn .5 credits per semester or 1.0 credit per year. The exception is Physical Education classes, which are only .25 credits per semester, or .5 credits per year.

See the next page for your class' graduation requirements.

GRADUATION REQUIREMENTS

CLASS OF 2018 AND BEYOND	
SUBJECT/FIELD	CREDIT (UNITS)
English	4 Units
Mathematics	4 Units <i>(Must include 1 unit of Algebra II or the equivalent of Algebra II)</i>
Social Studies	3 Units <i>(must include .5 unit of African-American History, .5 unit American History, 1.0 unit of American Government)</i>
Science	3 Units <i>(must include 1 unit of a Physical Science and 1 unit of a Life Science and 1 unit of Advanced Study in 1 or more sciences: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology, or other earth or space science.)</i>
Health	.50 Unit
Physical Education	.50 Unit
Computer Applications	.50 Unit
Keyboarding	.50 Unit
Electives	5 Units <i>(units must include 1 or any combination of Agriculture Education, Business, Career-Technical Education, English Language Arts, Family and Consumer Sciences, Fine Arts or Foreign Language) Mathematics, Technology, Science or Social Studies courses not otherwise required.)</i>
Other Requirements Economics and Financial Literacy Fine Arts	<i>(all students must receive instruction in economics and financial literacy during grades 9-12 and must complete at least two semesters of fine arts taken any time in grades 7-12. Students following a career-technical pathway are exempted from the fine arts requirement.)</i>
Total Credits	21.00

AND MEET ONE OF THE FOLLOWING THREE CRITERIA	
OPTION 1	Ohio's State Tests Students earn a cumulative passing score of 18 points , using seven end-of-course state tests. To ensure students are well rounded, they must earn a

	<p>minimum of four points in math, four points in English and six points across science and social studies.</p> <p>End-of-course exams are:</p> <ul style="list-style-type: none"> • Algebra I⁷ and Geometry or Integrated Math I and II • Biology • American History and American Government • English I and English II <p>Students studying Advanced Placement (AP) or International Baccalaureate (IB) courses in biology, American history or American government may take and substitute test scores for end-of-course state exams to earn graduation points. Students also may substitute grades from College Credit Plus courses in these science and social studies subjects for end-of-course state exams.</p>
OPTION 2	<p>Industry credential and workforce readiness</p> <p>Students earn 12 points through a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and achieve a workforce readiness score on the WorkKeys assessment. The state of Ohio will pay one time for those who take the WorkKeys assessment.</p>
OPTION 3	<p>College and career readiness tests</p> <p>Students earn “remediation-free” scores in English language arts and mathematics on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11th grade students in the classes of 2018 and beyond to take either the ACT or SAT free of charge. The student’s district selection applies to all schools in the district for one school year. Test selection may change from one school year to the next.</p>



OHIO'S STATE TESTS IN ENGLISH LANGUAGE ARTS, MATHEMATICS, SCIENCE AND SOCIAL STUDIES

FALL TEST WINDOWS 2020

- **GRADE 3 ENGLISH LANGUAGE ARTS – FIVE CONSECUTIVE SCHOOL DAYS, INCLUDING MAKEUPS, WITHIN THE OCT. 19, 2020 - OCT. 30, 2020 WINDOW**
- **HIGH SCHOOL END-OF-COURSE TESTS – FIFTEEN CONSECUTIVE SCHOOL DAYS, INCLUDING MAKEUPS, WITHIN THE NOV. 30, 2020 - JAN. 8, 2021 WINDOW**

SPRING TEST WINDOWS 2021

SCHOOL DISTRICTS SELECT 15 CONSECUTIVE SCHOOL DAYS, INCLUDING MAKEUPS, WITHIN EACH TEST WINDOW.

- **ENGLISH LANGUAGE ARTS - MARCH 22, 2021 - APRIL 23, 2021**
- **MATHEMATICS, SCIENCE AND SOCIAL STUDIES - MARCH 29, 2021 - MAY 7, 2021**

SUMMER TEST WINDOWS 2021 (OPTIONAL)

- **GRADE 3 ENGLISH LANGUAGE ARTS – JULY 5 - 9, 2021**
- **HIGH SCHOOL END-OF-COURSE TESTS – JULY 12 - 23, 2021**
-

OHIO GRADUATION TESTS

- **BEGINNING IN 2018-19 THE OGT HAS MOVED ONLINE ALLOWING FOR A CONTINUOUS STATE TESTING WINDOW (SEPTEMBER THROUGH JULY). TESTERS HAVE THREE OPPORTUNITIES PER SCHOOL YEAR TO TAKE ANY PART OF THE OGT STILL REQUIRED.**
- **TESTERS REQUIRING PAPER AS AN APPROVED ACCOMMODATION HAVE THREE TEST OPPORTUNITIES DURING THE SEPTEMBER 1, 2020 – JULY 30, 2021 TEST WINDOW WITH STAGGERED START TIMES:**
 - **OPPORTUNITY 1 SEPTEMBER 1, 2020 - JULY 30, 2021**
 - **OPPORTUNITY 2 NOVEMBER 1, 2020 - JULY 30, 2021**
 - **OPPORTUNITY 3 DECEMBER 1, 2020 - JULY 30, 2021**

RETENTION POLICY

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

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

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

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

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

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

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

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

The East Cleveland City Schools Board of Education authorizes the Chief Executive Officer & Superintendent to implement this Retention and Promotion Policy effective with the 2020-2021 school year.

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

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

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

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

EAST CLEVELAND CITY SCHOOL DISTRICT

HOMELESS POLICY

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

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

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

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

HOMEWORK

(Out of School Assignments)

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

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

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

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

The following principles should guide homework assignments.

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

RECOMMENDATIONS FOR COLLEGE BOUND STUDENTS

Admission requirements and recommendations for colleges and for different programs of study within the colleges vary considerably. A strong college preparation should include a 2.5 grade point average and 15 to 16 units of credit among the following academic areas:

English	4 Credits
Mathematics	4 Credits including Algebra and Algebra II
Social Studies	3 Credits
Laboratory Science	3 Credits
Foreign Language	3 or 4 Credits <i>(2 years of each of French or Spanish or 3 to 4 years of one language)</i>
Keyboarding/Word Processing	1 Credit

State universities in Ohio have established the following requirements for unconditional admission:

English	4 Credits
Math	3 Credits
Science	3 Credits
Social Studies	3 Credits
Foreign Language	2 Credits
Fine Arts	1 Credit

When making plans for college, students and their parents should consult the college catalogs for specific requirements. Counselors are available to assist and to advise the students and parents in planning for college. Current college catalogs and bulletins may be found in the library. Representatives from colleges visit Shaw throughout the year to meet with interested students. The Senior Counselor is the college counselor. This counselor assists students with college applications, testing applications, and scholarships.

DIPLOMA WITH HONORS

Each school district shall award the Diploma with Honors to any student graduating after September 15, 1993, who:

- Successfully completes the high school curriculum or Individualized Education Program developed for the student by the high school and
- Demonstrates at least a ninth grade level of literacy and basic competency on all ninth grade proficiency tests.
- Meets the criteria for honors provided below

The students who complete the college preparatory curriculum in high-school shall meet at least seven of the following eight criteria:

- Earn four units of English
- Earn three units of mathematics including at least Algebra I, Algebra II, and Geometry.
- Earn three units of science including at least one unit in a foundational science with an emphasis in chemistry and at least one unit in an applied science with an emphasis in biology.
- Earn three units of social studies.
- Earn either three units of one foreign language or two units each of two foreign languages
- Earn one unit of fine arts.
- Maintain an overall high school grade point average of at least 4.0 on a 4.7 scale up to the last grading period of the senior year.
- A composite score of 27 on the ACT or an equivalent composite score on the SAT.

The student who completes at least two years of an intensive Career and Technical Education curriculum in the high school shall meet at least seven of the following eight criteria.

- Earn four units of English that may include one unit of applied English.
- Earn two units of mathematics that may include Algebra, Geometry, or the equivalent in applied mathematics.
- Earn two units of science, at least one of which will be an applied science with an emphasis in biology.
- Earn three units of social studies.
- Earn either two units of a foreign language or two units of computer science.
- Maintain an overall high school grade point average of at least 3.5 on a 4.0 scale up to the last grading period of the senior year.

PARENT CONFERENCES

Conferences provide a necessary and invaluable opportunity for parents and teachers to discuss the academic and social progress of each child. This exchange underscores the philosophy that home and school must cooperate to advance education. To this end, Shaw High School schedules a Parent Conference Night/Day at the end of the first and third marking periods. No appointments are necessary during these official walk-in conferences. The staff encourages parent conferences. Additional conferences can be scheduled throughout the year as needed. To schedule a conference at a time other than the official Parent Conference Nights/Days, parents should call the counselor and leave a message for the teacher to schedule a conference. A mutually agreed upon time will be chosen for the conference. Classroom instruction is not to be interrupted for parent conferences.

PURPOSES OF PARENT-TEACHER CONFERENCES

- To deal with educational problems which may be more easily solved when the teachers and the parents are engaged in a cooperative effort.
- To extend the information that is given on report cards.
- To provide teachers with the information necessary to gain a clearer understanding of the student
- To design a more effective learning environment and ensure academic progress.

BOOKS AND FINES

Students are responsible for books issued by classroom teachers. The following process is followed:

1. In the case of lost books, students will be issued a replacement book as soon as possible and the teacher will turn in a lost book form to the Main Office. Students are expected to pay for the cost of the lost book as soon as possible. Costs for lost textbooks will be assessed at current prices. Teachers will have price lists.
2. All students will fill out a book receipt card with the book number recorded for every book issued.
3. At the end of a course, or when withdrawing from a class, students will return all books to the teacher that issued the books. Teachers will return book receipts to students for the books they return.
4. Students should keep all returned book receipts for their records.

If the costs are not paid, transcripts may be withheld; attendance in summer school may be denied; and participation in graduation exercises will be withheld.

Fines should not equal or exceed the cost of a replacement book for any one student.

- When damage to a book renders it unusable (i.e. missing cover, missing more than five pages), writing that obliterates printed material, names written in the book, severe water or smoke damage, the student will be fined the replacement cost of the book.

DROP / ADD, WITHDRAWAL & END OF THE YEAR BOOK PROCEDURES

Students who drop a class are to return their textbook to the original teacher who issued the textbook. In exchange for the returned textbook, teachers return book receipts to the student. If the text is lost, the procedure for lost books should be followed. Students will be issued a text in their new classes. Teachers are not to sign a student's withdrawal slip unless all textbooks have been returned or unless a lost book form has been signed by the student and filed in the main office. Lost books and replacement prices should be noted on the withdrawal slip.

It is the responsibility of students to return books to appropriate teachers. Students withdrawn by Pupil Personnel are to have their lockers cleared within one day. At the conclusion of the school year, students are to remove textbooks from their lockers and return them to the appropriate teacher at the designated times. Books left in lockers after the conclusion of the school year will be returned **without** crediting or cross checking individual students' accounts.

FIELD TRIP POLICY

All field trips must receive administrative approval before students may participate. Field trips are scheduled to enrich the lives of students. Students must obtain parental approval to go on a field trip. It is required that each student participating turn in an emergency authorization form prior to leaving school on a school sponsored trip.

Students must be in **DRESS CODE** to participate on a field trip unless the teacher has received prior written permission from Shaw administration.

MORNING ANNOUNCEMENTS

Announcements are provided as a valuable service to students and faculty. It is especially important for students to listen carefully so they will be able to follow specific directions regarding the school day or school programs. Staff members must prepare and sign any announcements to be read over the Communication System. Announcements should be typewritten and submitted to the Main Office by 8:15 A.M. Students cannot make announcements without proper authorization.

SPECIAL SERVICES

HEALTH SERVICES

The goal of the Health Services Program is to maintain and improve the health of students through a program including health appraisals, physical examinations, control of contagion, first aid and education. First aid and emergency care for injuries are provided during the school day. The student and his/her parent must assume responsibility for treatment beyond first aid. Injuries occurring off school property should be handled by private service.

Students can participate in the Healthy Start Program. This government program provides free care to individuals from the prenatal stage to 19 years old.

WELLNESS CENTER

The Shaw High School Wellness Center is the school based health clinic. The clinic, provided by NEON Health Services, provides comprehensive medical services, counseling services to students, and various programs targeting teen issues. NEON Health Services personnel staff the Wellness Center. The medical services include medications, treatment of illnesses and injuries, general physical exams, physical exams for sports and employment, and laboratory testing. The clinic is open during school hours and services are provided free of charge.

The services are only provided to students who have a signed parental consent form on file. The consent form can be obtained in the Wellness Center.

EMERGENCY SITUATIONS

In any emergency situation a student should contact the nearest adult. In the case of a medical emergency when the nurse and /or her assistant is not in the office, students should report to the nearest office, teacher or staff member for assistance. Students must have a pass to see the nurse unless there is an extreme emergency.

GUIDANCE COUNSELORS

Each student is assigned a counselor. In most instances, a student will have the same counselor throughout his/her high school career at Shaw. Students and parents are encouraged to make regular contact with the guidance counselor to ensure progress toward graduation.

PSYCHOLOGISTS

Services of a certified psychologist are available upon student, parent, and/or staff request. The District psychologist can consult with parent and staff regarding behavior and performance of individual students as well as administer psycho-educational evaluations for referred students.

SPEECH THERAPISTS

Any student, parent or staff member may request special services from the Speech Therapist. The Speech and Language Pathologist does hearing, speech and language screenings. Individual speech and language evaluations for referred students, and ongoing speech and language therapy for identified students. Requests for such services should be made through the guidance office.

HEALTH AND SAFETY MATTERS

PROCEDURES FOR ADMINISTERING MEDICATIONS IN SCHOOL

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

MEDICATION POLICY

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

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

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

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

ASTHMA MEDICATION AND EPINEPHRINE AUTO INJECTORS POLICY

ASTHMA MEDICATION

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

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

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

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

EPINEPHRINE AUTO INJECTORS

Employee Use:

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

Student Use:

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

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

1. The student's name and address;
2. The names and dosage of the medication contained in the auto injector;
3. The date the administration of the medication is to begin;
4. The date, if known, that the administration of the medication is to cease;
5. Acknowledgment that the prescriber has determined that the student is capable of possessing and using the auto injector appropriately and has provided the student with training in the proper use of the auto injector;
6. Circumstances in which the auto injector should be used;
7. Written instructions that outline procedures school personnel should follow in the event the student is unable to administer the anaphylaxis medication or the medication does not produce the expected relief from the student's anaphylaxis;

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

CONTAGIOUS DISEASES

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

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EXCLUSION GUIDE FOR COMMUNICABLE DISEASES

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

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or high transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to contagious periods as specified in the school's administrative guidelines.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

The East Cleveland City School District has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The East Cleveland City School District will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE

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

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

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

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

IPV (Polio)

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

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

MMR (Measles, Mumps, Rubella)

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

HEP B (Hepatitis B)

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

Varicella (Chickenpox)

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

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

MCV4 (Meningococcal)

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

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

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

CHEMICAL DEPENDENCY PROGRAM

The Chemical Dependency Program at Shaw High School is designed to assist students in resolving problems related to drug abuse/use.

A classroom teacher, counselor, administrator, parent or any concerned staff member may refer students. Students may also refer themselves.

SPECIAL EDUCATION PROGRAMS AND SERVICES

The Special Education Program at Shaw High School addresses the needs of its students. The goal of the program is to assist each student in developing to his/her fullest potential academically, vocationally and socially. Emphasis is placed upon individualized instruction and the acquisition of work related skills.

Students who have mastered basic skills may be mainstreamed into general education courses. Special support services, however, will be provided by the Special Education Department.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 505) prohibit discrimination against persons with a disability in any program receiving federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The ADA laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities.
- B. Has a record of such impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodations.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess, and if appropriate, place students in special education and related services. Students are entitled to a free appropriate education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact **Mrs. Cortney Bean Jones** at **(216) 268-6474** to inquire about evaluation procedures, programs and services.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students, **Mrs. Rae Bastock** at **(216) 268-6605**.

CONTROL OF BLOOD BORNE PATHOGENS

The East Cleveland City School District seeks to provide a safe educational environment for students and takes appropriate measures to protect those students who may be exposed to blood borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to bloodborne pathogens may be low, students must assume that all bodily fluids are potentially infectious and must take precautions to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to bloodborne pathogens in situations, including, but not limited to the following:

- Engaging in activities with other students in the school environment (e.g. physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
- Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
- Participating in extracurricular activities (i.e. athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material he/she must immediately notify his/her teacher, who will contact the principal and assist the student in completing the requisite documents.

The parent(s) of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV by his/her physician. The student's parent(s) are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

The student's parent(s) will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus in cooperation with his/her physician.

- The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.

STUDENT AFFAIRS

ASSEMBLIES

Students may be sent to the auditoria or areas such as the Shaw gymnasium for various programs. In either case, students must accompany their instructor to the event. Students are expected to be seated as quickly as possible. Proper conduct during assembly programs is expected. Guests in our building will be treated with dignity and respect.

ATHLETICS

The following Varsity Sports are offered at Shaw High School:

FALL: Football, Soccer, Volleyball, and Cross-Country
WINTER: Basketball and Wrestling
SPRING: Track, Baseball, and Softball

ATHLETIC ELIGIBILITY

The standards for athletic eligibility are mandated by the Ohio High School Athletic Association.

In order to be eligible, students in grades 9-12 must be currently enrolled at Shaw High School and must have been enrolled in school the immediately preceding grading period and received passing grades during the grading period in subjects that earn a minimum of 5.0 credits or the equivalent, per year, toward graduation and have a minimum of a 2.0 GPA during that marking period. Summer school credits do not count toward that eligibility.

LAKE ERIE LEAGUE

Shaw High school is a member of the outstanding Lake Erie League which includes: Bedford, Cleveland Heights, Euclid, Lorain, Maple Heights, Warren G. Harding and Warrensville Heights. The League is divided into two divisions:

LAKE ERIE

Bedford	Cleveland Heights
Euclid	Lorain
Maple Heights	Shaw
Warrensville Heights	

The purpose of the league is to promote wholesome athletics, to create a spirit of friendly rivalry, and to stimulate an interest in athletics, intramurals, speech, drama, and annual festivals in vocal and instrumental music.

SHAW COLORS
SHAW NICKNAMECARDINALS

BLACK & RED

CHANGE OF ADDRESS

Students involved in a change of residence and/or change of phone number should notify the office. Change of address must be reported to the school and proof of the new address provided. Failure to do so may result in the withdrawal of the student.

FUND RAISING ACTIVITIES

An individual or a group considering any kind of fund raising activity must follow District policy, secure approval, in writing, from the *District Treasurer* prior to any publicity being released or any item being sold or any contribution being solicited. It shall be the direct responsibility of the Board employee under whose leadership such activity is to be conducted to secure such authorization.

All sales or solicitation of money for fund raising activities should be limited to before school, during lunchtime, and after school. Monies **must be** turned in daily to the Treasurer's office.

FRATERNITIES/SORORITIES/UNAUTHORIZED CLUBS/ORGANIZATIONS

The words fraternity and sorority should be held to mean only such organizations whose deliberations and activities are secret and discriminatory. According to Ohio Law, students in the public schools are prohibited from organizing, joining or belonging to a fraternity or sorority composed or made up of pupils in the public schools.

GIFTS FOR TEACHERS

Students and parents shall be discouraged from giving gifts to school personnel. The most appropriate way to express gratitude or appreciation is simply to write a thank you letter.

I.D. BADGES

All I.D. badges must be worn in a clearly visible fashion on the Shaw High School lanyard at all times during the school day and at any school-sponsored function or event. The ID Card will be free. Replacement will be the student's responsibility and a charge will be necessary. The identification card will be needed to verify enrollment and to gain access to school functions such as lunch, dances, athletic contests, etc.

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WEEKEND DANCES

Various Shaw High School activity groups provide weekend activities. Dances are for Shaw students only. (No guests are permitted). Students are admitted upon presentation of an ID card. At Shaw High School, students always take pride in their dress and behavior at dances.

LOST AND FOUND

When you have found something, please turn it in to the Lost and Found located in the Main Office. Large amounts of money or valuables should not be brought to school. The school cannot be responsible for lost articles of any kind including textbooks or materials/supplies.

MESSAGES

The small school office will take and deliver messages to students only in the case of an emergency.

Commented [7]: no more small school

POSTING OF SIGNS OR POSTERS IN SCHOOL

Students shall not exhibit posters in or about the school building, whether they pertain to a school sponsored function or not, without the approval of the principal.

PUBLICATIONS

Official student publications (newspapers, yearbooks, etc.) are a part of the school curriculum and that editorial control remains with school authorities.

STUDENT ACCIDENT INSURANCE

Student accident insurance is offered to students on a voluntary basis. It covers hospital and medical expenses resulting from accidental injuries received during school activities or travel to and from home, except for senior high school football participation. Additional plans are available, for a fee, for participants in athletic programs.

STUDENT ACTIVITIES

The Shaw High Student Activity Program was created to serve the needs of student learning experiences — intellectual, social, political, and athletic — which are found outside the conventional and formal classroom. An organized activity program under competent leadership can provide students with the best opportunities for continued growth and development during their years at Shaw High School. The following student activity programs are available to our students:

National Honor Society	Athletics	Drama Production
Cheerleaders	Flag Girls	Hi-Liters
Student Council	Youth Opportunities Unlimited	Career and Technical Clubs
Homecoming	Marching Band	School Court
Yearbook		

STUDENT COUNCIL

Each year a representative group of students will be elected by the student body to form the Shaw High School Student Council. The function of the organization is to involve students in promoting a wholesome educational atmosphere in the school. Recommendations and concerns originating from the students will be presented directly to the principal. An effective Student Council demands cooperation and involvement of all students.

WORK PERMITS

Each student requesting a work permit should use the following procedures:

Obtain an application card from the Pupil Personnel Services Office of the East Cleveland Schools.

Each student must complete the section of the card “Ohio Form A-1” and have a parent or guardian sign the card.

Next have your unit principal or guidance counselor complete the section of the Card “Ohio Form A-4.”

The card should then be submitted to the employer for completion of section “Ohio Form A-3” and have his/her signature in the appropriate place. This section is important because it is the employer’s pledge to abide by Ohio’s laws regarding the employment of minors.

A physical examination is required for each student applying for a work permit. The physical may be arranged with your private physician or clinic. The doctor’s signature must be on the “Ohio Form A-5” in order for the application to be considered.

A certified copy of an original certificate of birth must be submitted with the completed work permit application and returned to the Pupil Personnel Office for the issuance of a work permit.

CONFIDENTIALITY

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

RELEASE OF INFORMATION TO THE MEDIA

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

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

LEGAL NOTICES

ANNUAL NOTICE REGARDING SCHOOL RECORDS

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

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

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

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

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

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

East Cleveland City School District parents should call the treasurer’s office (268-6587) or the principal of their child’s school for more information.

EAST CLEVELAND CITY
ORDINANCE #537.22 COMPULSORY SCHOOL ATTENDANCE
FOR SCHOOL AGE CHILDREN; PARENTAL DUTY IMPOSED

No child between the ages of six and seventeen, inclusive, other than a child that has been suspended or expelled from school, shall be at any place within the City except in attendance at school between the hours of 9:00 A.M. and 2:45 P.M. during any school day, unless the child has written proof from school authorities excusing him or her from attending school at the particular time, or unless the child is accompanied by a parent or legal guardian, or a responsible adult.

Each parent or legal guardian of a child between the ages of six and seventeen, inclusive, shall have a duty to prohibit the child from behaving contrary to subsection (a) of this section. No person shall negligently fail to fulfill the duty imposed by this section.

It shall be an affirmative defense to subsection (a) and (b) of this section that the child, at the time he or she was found at a place other than in school, was not required by law to be in attendance at school.

It shall be an affirmative defense to subsection (b) of this section that the parent or legal guardian initiated the jurisdiction of the Juvenile Court against the child prior to the time that the child was found violating subsection (a) of this section.

A police officer or school designee may transport any child found violating subsection (a) of this section to the school the child usually attends, or to any location designated by the school authorities as a receiving center for such children, the choice of destination to be made at the discretion of the police officer or school small school officer based on proximity of the destination and other relevant factors, and subject to the need to respond to emergency or priority calls.

Any child who violates subsection (a) of this section is an unruly child and subject to the jurisdiction of the Juvenile Court.

Any person who violates subsection (b) of this section is guilty of negligently failing to supervise a child of compulsory school age, a misdemeanor. In addition to any other method of enforcement provided for in these Codified Ordinances or by statute, this offense may be enforced by the issuance of a citation in compliance with Rule 4.1 of the Ohio Rules of Criminal Procedure.

As used in this section, "public place" includes any street, sidewalk, park, cemetery, schoolyard, body of water or watercourse, public conveyance or any other place for the sale of merchandise, public accommodation or amusement.

Any person violating any provision of this section, with the exception of subsection (f) herein, shall be fined not more than one thousand dollars (\$1,000.00) or imprisoned not more than six months, or both. A separate offense shall be deemed committed on each during or on which a violation occurs or continues. (Ord. 113.94. Passed 11-29-94).

**ORDINANCE # 537.23 CHILDREN SUSPENDED OR EXPELLED FROM SCHOOL TO
REMAIN UNDER SUPERVISION: PARENTAL DUTY IMPOSED**

If a child is suspended or expelled from school, then each parent or legal guardian of the child shall have the following duties for the duration of the suspension or expulsion:

The duty to personally supervise the child, or to arrange for a responsible adult to supervise the child at the times that the child would have been required to be in attendance at school had he or she not been suspended or expelled; and

The duty to prohibit the child from being at any public place at the times that the child would have been required to be in attendance at school had he or she not been suspended or expelled, except in the following circumstances:

When the child is accompanied by a parent or legal guardian or a responsible adult selected by the parent or legal guardian to supervise the child.

When the child is employed pursuant to an age and schooling certificate issued by the school authorities, during the times that he or she is actually on the job or traveling directly to or from the job site; or

When the child is on an emergency errand; or

When the child has been directed by the parent or legal guardian to engage in a specific activity or to carry out express instructions, during the times that the child is actually engaged in fulfilling those directions or instructions.

No child that has been suspended or expelled from school shall fail to comply with supervision provided or arranged by a parent or legal guardian pursuant to subsection (a) (1) of this section.

No child that has been suspended or expelled from school shall be in any public place at the times that he or she would have been required to be in attendance at school had he or she not been suspended or expelled, except in the circumstances described in subsections (a)(2) B., (a)(2) C., or (a)(2) D.

A police officer or small school officer may transport any child found violating subsection (a) of this section to the child's residence and may release the child to the school the child usually attends, or to any location designated by the school authorities as a receiving center for such children, the choice of destination to be made at the discretion of the police officer or small school office based on proximity of the destination and other relevant factors, and subject to the need to respond to emergency or priority calls.

Any child who violates subsection (b) or (c) of this section is an unruly child and is subject to the jurisdiction of the Juvenile Court.

Any person that negligently fails to fulfill the duty imposed by subsection (a) of this section is guilty of negligently failing to supervise a suspended or expelled child, a misdemeanor. In addition to any other means of enforcement provided for in these Codified Ordinances or by statute, this offense may be enforced by the issuance of a citation in accordance with Rule 4.1 of the Ohio Rules of Criminal Procedure.

As used in this section, "public place" includes any street, sidewalk, park, cemetery, schoolyard, body of water or watercourse, public conveyance or any other place for the sale of merchandise, public accommodation or amusement.

Any person violating any provision of this section, with the exception of subsection (f) herein, shall be fined not more than one thousand dollars (\$1,000.00) or imprisoned not more than six months, or both. A separate offense shall be deemed committed on each during or on which a violation occurs or continues. (Ord. 113.94. Passed 11-29-94).

ORDINANCE # 537.24
CURFEW FOR MINORS

No minor under the age of eighteen years of age shall loiter in, at or about, shall be idle in, wander, stroll, play or be present in any place of amusement, game room or establishment where any miniature game or device is located, during regular school hours.

No minor under the below indicated years of age shall loiter, idle, wander, stroll or play, or be present in or upon public streets, highways, roads, alleys, parks, playgrounds of other public grounds, public places and public buildings, places of amusement and entertainment, vacant lots or other lots or parcels of land not such minor's place of residence, or other unsupervised places within the Municipality between the hours indicated below:

12 years of age and under; from darkness to dawn;

13 and to 16 years of age: 11:00 P.M. to 5:00 A.M.; and

17 years of age: 12:00 midnight to 5:00 A.M.

Provided, however, that the provisions of subsections (a) and (b) hereof do not apply to such a minor accompanied by his or her parent, guardian or other adult person having the care and custody of the minor, where the minor is upon an emergency errand or legitimate business directed by his or her parent, guardian or other adult person having the care and custody of the minor.

Every member of the police force while on duty is hereby authorized to detain any such minor willfully violating the provisions of this chapter until the parent or guardian of the child shall take him or her into custody; but such officer shall immediately upon taking custody of the child communicate with the parent or guardian.

The times herein mentioned shall be Eastern Standard Time or Eastern Daylight Savings Time, whichever is the official City time,

No parent, guardian or other adult person having the care and custody of a minor under the age of eighteen years shall knowingly permit such minor to loiter, be idle, wander, stroll or play or be present in or upon the public streets, highways, roads, alleys, parks, playgrounds or other public grounds, public places and public buildings, places of amusement and entertainment, vacant lots or other lots or parcels of land not such minor's place of residence or other unsupervised places, between the hours set forth in subsection (b) hereof, during the "curfew hours."

No provision of this section however shall apply when the minor is accompanied by his or her parent or other adult person having the care and custody of the minor; where the minor is upon an emergency errand or legitimate business directed by his or her parent, guardian, or other adult person having the care and custody of the minor, where the minor has a legitimate excuse, or the hours and time were within the hours and time within which the minor may lawfully be in a game room, place of amusement or other place where a miniature game or device is located.

Any minor violating such provisions of subsection (b) hereof shall be guilty of a misdemeanor and shall be dealt with in accordance with Juvenile Court law and procedure. Any parent, guardian or other adult person having the care and custody of a minor violating this section shall be fined not more than fifty dollars (\$50.00).

Conviction for a violation of this chapter involving any parent or guardian requires proof that such parent knowingly violated any such provision. (Ord. 7596. Passed 10-26-82.)

ORDINANCE # 537.99
PENALTY

(Editor's Note: See Section 501.99 for penalties applicable to any misdemeanor classification)

UNIFORM DRESS CODE

(CAMPUS WEAR)

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

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

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

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

The East Cleveland City School District Board of Education authorizes the Chief Executive Officer to implement the current Campus Wear (Dress Code), with the following stipulations effective for the 2020-2021 school year.

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

Effective for the 2020-2021 school year, the following Campus Wear (Dress Code) will be in full effect as indicated.

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

GIRLS – GRADES KINDERGARTEN THROUGH SEVEN
<p>Solid white, blue, red or black blouses/shirts (blouses/shirts must be tucked in at all times) Solid blue or black skirts, skorts, jumpers (at or below the knee when standing) Solid blue, black, or khaki pants Solid blue or black jeans (with no holes, no jeggings or leggings) Solid blue, black or white sweaters Solid blue or black shoes (two inch heel maximum) Athletic (tennis shoes) Solid blue, black or white socks, stockings or tights Solid blue or black belts must be worn on pants with belt loops Solid blue or black blazers, vests or ties (optional)</p>
YOUNG ADULT WOMEN – GRADES EIGHT THROUGH TWELVE
<p>Solid white, blue, red or black blouses/shirts (blouses/shirts must be tucked in at all times) Solid blue or black skirts (at or below the knee when standing) Solid blue, black or khaki pants Solid blue or black jeans (with no holes, no jeggings or leggings) Solid blue, black or white sweaters Solid blue or black shoes (two inch heel maximum) Athletic (tennis shoes) Solid blue, black or white socks, stockings or tights Solid blue or black belts must be worn on pants with belt loops Solid blue or black blazers, vests or red and black striped ties (optional) Should seventh grade students be housed at Heritage Middle School, the Young Adult Women Campus Wear (Dress Code) will be applicable to seventh graders.</p>
NOT PERMITTED
<p>Baggies or sagging pants/slacks Short pants or three quarter pants/slacks Leather garments Sandals, open toe, backless shoes, stiletto heels and flip flops Ostentatious (intended to attract notice) display of jewelry (chains, earrings) Sleeveless shirts, blouses, halters, midriff tops, T-shirts and stretch pants After five attire Leggings or jeggins Excessive splits in skirts Sweat bands, hair rollers, bandannas, hats, caps, etc. Non-prescription glasses/sunglasses Headphones, CD players, cellular phones, or any electronic devices No insignias that imply membership in an unauthorized organization, club or group Boots above the calf.</p>
PERMITTED
<p>Solid blue, black or white scarves only worn for cultural, religious or documented medical reasons Solid blue, black or white hats only worn for documented medical reasons Clothes worn for religious reasons must be in Campus Wear (Dress Code) colors (blue, black or white).</p>
SPIRIT/DRESS DOWN DAYS
<p>The Board of Education authorizes the Chief Executive Officer to designate spirit/dress down days when deemed appropriate.</p>

ELECTRONIC COMMUNICATION DEVICES USAGE POLICY

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

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

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

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

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

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

Adopted by Resolution 44/07
February 12, 2007

EAST CLEVELAND CITY SCHOOLS

STUDENT CODE OF CONDUCT



Philosophy

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

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

TOGETHER WE ARE EAST CLEVELAND

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

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

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

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

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

ACKNOWLEDGEMENT & AGREEMENT OF STUDENT CODE OF CONDUCT

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

Student Signature

Date

Parent/Guardian Agreement

Dear Parent or Guardian:

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

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

Parent/Guardian Signature

Date

POLICY ON STUDENT BEHAVIOR

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

East Cleveland City School District will focus on supporting the whole child with every student. Teachers will tailor instruction and fully support students with exceptional needs. The District will implement a positive behavior approach (Positive Behavior Interventions and Supports or PBIS) to engage students and will encourage expected behaviors through positive reinforcement along with restorative practices for providing interventions, supports and consequences for negative behavior.

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

RESTORATIVE PRACTICES

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

With these problem-solving strategies included in this Code, East Cleveland City Schools will effect positive change in student behavior and maximize appropriate conduct, promote healing for all those impacted by the behavior, generate social capital, empower victims and their families along with offenders through shared responsibility and constructive resolutions, and engage in collective responsibility for both the victim's and

shaping future behavior. Ultimately, our goal is to reduce problem behavior and improve school culture and climate and academic performance through meaningful instruction and guidance to offer students an opportunity to learn from their mistakes and contribute back to the school community.

POSITIVE BEHAVIOR INTERVENTION & SUPPORTS

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

STUDENT EXPECTATIONS

STUDENT RIGHTS

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

STUDENT RESPONSIBILITIES

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

RESPONSIBILITIES OF ADMINISTRATORS, TEACHERS & STAFF

1. Set standards of student conduct in the classroom, non-classroom areas of the building, on school grounds, and in related school activities;
2. Outline specific types of acceptable conduct;
3. Specify the types of **INTERVENTION PROGRAMS**, support services, and aspects of school climate which will be maintained to develop student values and habits leading to good conduct;

4. Specify the types of **RESTORATIVE MEASURES** that will apply to those students who violate school citizenship standards;
5. Provide for appropriate involvement of the student's parents;
6. Outline the rights of the student and parent in instances of misconduct and application of restorative measures;
7. Provide for faculty in-service as well as periodic faculty evaluation and assessment of school climate and discipline.

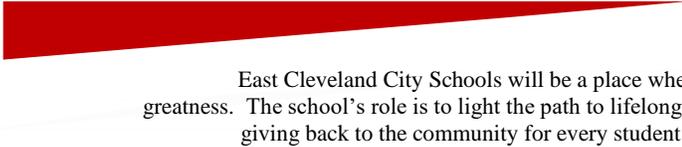
ATTENDANCE POLICY

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

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

ABSENCE FROM SCHOOL/CLASS

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



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

Henry Pettiegrew II, Ph.D.,
Chief Executive Officer and Superintendent

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

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

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

WORKING TOGETHER WITH FAMILIES

The school administrator's office shall have on file a completed Registration Form for each student which includes demographic information and the parent's signature made available for comparative purposes when necessary.

At the beginning of the school year, the administrator (or his/her designee) shall inform the students and their parents of the East Cleveland City School District Attendance Policy.

The administrator shall inform the students, parents, and/or legal guardians that they have the responsibility of notifying the school by telephone and/or by note if a student is going to be absent or tardy to school. A written explanation regarding the student's absence and/or tardiness shall accompany the student when he/she returns to school.

Students transported by board-owned vehicles shall be marked "Excused Tardy" if they are late as a result of transportation problems, inclement weather or similar difficulties.

The homeroom teacher shall check attendance daily; and keep an accurate record of each student's attendance, absence; and tardiness where applicable on the appropriate forms.

Each classroom teacher shall report all absences daily to the office on the appropriate attendance form.

The appropriate school personnel shall contact the parent by telephone whenever a student is absent unless prior contact has been made.

Excused Absence

Personal Illness

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

Quarantine of the Home

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

Death in Immediate Family

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

Observance of a Religious Holiday

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

Medical appointment

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

Emergency or other set of circumstances

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

All other absences will be considered "unexcused."

Truancy

Ohio law provides that a student is considered a "habitual truant" if they have been absent without a legitimate excuse for thirty (30) or more consecutive hours of instruction, forty-two (42) or more hours of instruction within a school month, or for more than seventy-two (72) hours of instruction within a school year.

Students who have been designated a "habitual truant" will be referred to the District's Absence Intervention Team to receive appropriate supports consistent with Ohio law and best practices. Such supports may include, but are not limited to parental notification, a truancy intervention plan, counseling, referrals to parental programs, notification to the registrar of motor vehicles, if applicable, and/or referral to the juvenile court. The District will notify the Ohio Department of Education of habitual truant designations, related parental notifications, related court adjudications, and absence intervention plans as required by law.

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

Student Expectations

BE SAFE

- Stay in assigned areas
- Enter and exit the building as directed
- Comply with teacher and building procedures related to hall passes and absence from class
- Comply with all District student dress code guidelines
- Keep hands and feet to yourself
- Ask for help if you are not safe

BE RESPECTFUL

- Follow directions
- Obey classroom and building rules
- Cope when the answer is “no”
- Respect and accept other individuals

Infraction of Expectations

- Failure to be in assigned area
- Skipping Class
- Leaving a classroom without permission.
- Turning off classroom or stairwell lights
- Improper use of school entrance and exit doors
- Entering or remaining in a classroom, in a school building or on school grounds without an authorized purpose
- Unauthorized use of school parking lots
- Trespassing
- Inappropriate school attire or accessories.
- “Rough housing/horse play”
- Disrupting class or assembly, including but not limited to electronic devices.
- Engaging in pranks that do not endanger persons or property
- Throwing food or objects
- Use of inappropriate language
- Objectionable conduct – engaging in minor verbal or physical altercations such as insulting, taunting, or challenging another person under circumstances in which such conduct is likely to provoke a disruptive response
- Inappropriate public display of affection

RESTORATIVE STRATEGIES

-
- Re-teach behavioral expectations.
 - Parent outreach
 - Create a behavior contract that includes expected student behaviors, as well as consequences for infractions and incentives for demonstrating expected behaviors
 - Referral to school support services (i.e., school counselors or social workers)
 - Referral to peer mediation.
 - Referral to mentoring program
 - Have the student choose a method of apologizing or making amends to those harmed or offended
 - Provide a reflective activity
 - Short-term behavioral progress reports.
 - Referral to community service (with parental consent)
 - In-school suspension time, during which school work is completed
 - Restitution

BE RESPONSIBLE

- Tell the truth
 - Do your own work
 - Use personal property on school grounds as approved by the District
 - Use school property and supplies as approved by the District
 - Abide by attendance policy
- Violation of attendance policy
 - Sleeping during classroom instruction
 - Refusing to identify oneself to school personnel
 - Cheating and/or plagiarism.
 - Forgery/Fraud/False Identification
 - Inappropriate use of electronic device
 - Negligent or reckless care of school textbooks, equipment, supplies and facilities

RESTORATIVE STRATEGIES – LEVEL II OFFENSES

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

Student Expectations	Infraction of Expectations	RESTORATIVE STRATEGIES
<p>BE SAFE</p> <ul style="list-style-type: none"> ▪ Solve problems peacefully ▪ Keep hands and feet to yourself ▪ Obey school policy and federal, state and local law with regard to tobacco, alcohol and/or controlled substances ▪ Obey school policy and federal, state and local laws, as well as community expectations with regard to gang affiliation ▪ Ask for help if you are not safe 	<ul style="list-style-type: none"> ● Fighting or deliberately provoking/inciting another student to fight ● Violent Disorderly Conduct - engaging in a physical or verbal or physical altercations in which such conduct is likely to provoke a violent/physical response ● Initiating or participating in a student prank towards another student or district employee or participating in any activity that has the potential of creating an unsafe condition ● Hazing ● Engaging in gang-related/hate activities included but not limited to writing in gang language or symbols on notebooks/book covers/papers, showing 	<p><i>The principal or designee must utilize at least one of their selected strategies used at Level I in conjunction with the selected strategies at this Level.</i></p> <ul style="list-style-type: none"> ➤ Conference with student ➤ Parent outreach ➤ Loss of privilege ➤ Create a behavior contract that includes expected student behaviors, as well as consequences for infractions and incentives for demonstrating expected behaviors ➤ Referral to school support services (i.e., school counselors or social workers) ➤ Have the student choose a method of apologizing or making amends to those harmed or offended ➤ Provide a reflective activity

colors/wearing gang apparel, initiations, intimidation and recognizing other gang members

BE RESPECTFUL

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

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

BE RESPONSIBLE

- Use school property as approved by the District
- Respect other's rights to property
- Comply with District and building rules with regard to school visitors

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

RESTORATIVE STRATEGIES – LEVEL III OFFENSES

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

Student Expectations	Infraction of Expectations	RESTORATIVE STRATEGIES
<p>BE SAFE</p> <ul style="list-style-type: none"> ▪ Obey school policy and federal, state and local laws as it relates to use and/or possession of drugs and/or alcohol ▪ Obey school policy and federal, state and local laws as it relates to possession of a dangerous weapon ▪ Ask for help if you are not safe <p>BE RESPECTFUL</p> <ul style="list-style-type: none"> ▪ Obey school policy and federal, state and local laws as it relates to the rights and protection of others <p>BE RESPONSIBLE</p>	<ul style="list-style-type: none"> ● Possession, use, attempting to distribute, sell or being under the influence of illegal or controlled or counterfeit controlled substances including alcohol, narcotics, drugs prohibited by state and federal law, over-the-counter medicines and prescription medications not prescribed for use by the student in possession of them ● Possession and/or use of any tobacco product, lighter, matches, pipes, or rolling papers, including e-cigarettes and/or forms of smoking vapor ● Possession of a dangerous weapon or a look-alike weapon ● Assault against an employee of the District ● Making a false report against the District or one of its employees ● Assault ● Sexual Assault/Battery ● Sexting ● Robbery 	<p align="center">—</p> <p><i>The principal or designee must utilize at least one of their selected strategies used at Level I in conjunction with the selected strategies at this Level.</i></p> <ul style="list-style-type: none"> ➤ Conference with student ➤ Parent outreach ➤ Loss of privilege ➤ Create a behavior contract that includes expected student behaviors, as well as consequences for infractions and incentives for demonstrating expected behaviors ➤ Referral to school support services (i.e., school counselors or social workers) ➤ Have the student choose a method of apologizing or making amends to those harmed or offended ➤ Arrange linkage with counseling or mental health agency ➤ Create a home/school communication system ➤ Require daily check-ins with administrator, counselor or social worker for a specific period of time ➤ Identify a mentor and establish a schedule of activities related to school performance ➤ Work with juvenile court to identify opportunities for restitution ➤ Time in alternative assignment in lieu or suspension not to exceed ten (10) days or expulsion (expulsion may be required by law depending on offense)

- Stay out of and way from other people's property and person
 - Comply with District and building rules
 - Breaking and entering
 - False fire alarms or bomb threats/reports
 - Fireworks
 - Tampering with fire alarm system
 - Starting a fire/Arson
 - Inducing panic
 - Vandalism where damage is in excess of \$250
 - Stealing or possession of stolen property in excess of \$250
 - Extortion, coercion or blackmail
- |
- File charges if law is broken

PARENT/STUDENT RIGHTS

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

EMERGENCY REMOVAL

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

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

SUSPENSION

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

EXPULSION

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

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

APPEAL

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

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

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

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

Related Transportation Regulations

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

AUTHORIZED USE OF DETECTION DEVICES

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

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

HARASSMENT, INTIMIDATION, BULLYING POLICY

Adopted November 19, 2007

Introduction

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

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

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

1. Definitions of Harassment, Intimidation, or Bullying

- A. In accordance with this policy, "harassment, intimidation, or bullying" means either of the following:
 1. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - a. Causes mental or physical harm to the other student; and
 - b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or

1. Violence within a dating relationship

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

- B. The behavior prohibited by this policy is marked by the intent to ridicule, humiliate or intimidate the victim. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the KKK victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

3. Conduct Constituting Harassment, Intimidation, or Bullying

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

- A. Physical violence and/or attacks.
- B. Taunts, name-calling, and put-downs.
- C. Threats and intimidation (through words and/or gestures).
- D. Extortion or stealing of money and/or possessions.
- E. Exclusion from the peer group or spreading rumors.

- F. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyber bullying"), such as the following:
 - 1. Posting derogatory statements on Websites where students congregate, (Snapchat, Instagram, etc.)
 - 2. Sending abusive or threatening instant messages;
 - 3. Using camera phones to take embarrassing photographs of students and posting them online;
 - 4. Using Web sites to circulate gossip and rumors to other students;
 - 5. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers; and
 - 6. Violence within a dating relationship.

4. Complaint Process

A. Formal Complaints

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

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

B. Informal Complaints

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

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

5. Deliberately Making False Reports

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

6. Confidentiality

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

7. Investigation

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

1. Post-Investigation Procedures

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

2. Retaliation is Prohibited

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

1. Remedial Actions

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

Harassment, intimidation, or bullying behavior can take many forms and can vary in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, or bullying. While conduct that rises to the level of "harassment, intimidation, or bullying" as defined above will generally warrant disciplinary action against the perpetrator of

such harassment, intimidation, or bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal.

1. Non-Disciplinary Interventions

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

1. Disciplinary Interventions

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

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

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

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

- A. Respectful responses to harassment, intimidation, or bullying concerns raised by students, parents or school personnel;
- B. Planned professional development programs addressing bully/targeted individuals' problems;
- C. Data collection to document bully/victim problems to determine the nature and scope of the problem;
- D. Use of peers to help ameliorate the plight of victims and include them in group activities;

- E. Avoidance of sex-role stereotyping (e.g. males need to be strong and tough);
- F. Awareness and involvement on the part of all school personnel and parents with regards to bully-victim problems;
- G. An attitude that promotes communication, friendship, assertiveness skills, and character education;
- H. Modeling by staff of positive, respectful, and supportive behavior toward students;
- I. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
- J. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere; and/or
- K. Forming harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.

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

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

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

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

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

BULLYING/HARASSMENT COMPLAINT FORM Date of Notification _____

PARENT/STUDENT COMPLAINT FORM (BULLYING/HARASSMENT)

Alleged Victim _____

Parent of Alleged Victim _____

Parent Contact Info _____

Check **ALL** that apply:

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

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

- _____
- _____
- _____

- The bullying and/or harassing conduct was:
 - Written
 - Verbal
 - Expressed through electronic means
 - Physical Conduct

- The above-referenced conduct happened:
 - During regular school hours
 - During participation in extracurricular/after-school activity
 - While on school property
 - While attending a school-sponsored or school-related activity
 - In a bus or vehicle operated by the District
 - Outside regular school hours and off school property

- The above-referenced conduct had or may have the effect of:
 - Physical harm
 - Damage to property
 - Fear of harm
 - Fear of damage to property
 - Intimidation
 - Abuse
 - Threat

- The above-referenced conduct has occurred how many times:
 - This is the first occurrence
 - More than once
 - Continually
 - Please indicate a time frame if applicable

Please provide a written statement of the issues and/or concerns regarding this situation on the attached form. Please attach any additional information you believe relates to this report.

Parent/Student Statement:

Director of Human Resources
1843 Stanwood Road
Cleveland, OH 44112-2707
216-268-6581

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

TITLE IX — TITLE VI — SECTION 504

GRIEVANCE PROCEDURES — STUDENTS

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

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

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

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

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

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

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

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

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GLOSSARY OF TERMS

ASSAULT

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

WEAPONS

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

DANGEROUS WEAPONS (FIREARMS, KNIVES, BRANDISHED COUNTERFEIT FIREARMS)

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

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921), which includes any explosive, incendiary, or poisonous gas; bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade.

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

Matters which might lead to a reduction of the expulsion period, include the student's mental and/or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the perpetrator.

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

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

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

The person indicates that the person possesses the object and that it is a firearm or the person knowingly displays or brandishes the object and indicates that it is a firearm.

For purposes of this policy, an "object that is indistinguishable from a firearm" means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

Students may be reported to the local police authority and may be prosecuted under state criminal statutes, as well as disciplined in accordance with the provisions of the District's Student Code of Conduct and Ohio law.

ARSON

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

CONTROLLED SUBSTANCES – SELLING & DISTRIBUTING AND/OR POSSESSING

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

SEXUAL ASSAULT

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

FALSE ALARMS / BOMB THREATS

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

EXPLOSIVES

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

SERIOUS VANDALISM

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

BURGLARY / BREAKING AND ENTERING

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

ROBBERY

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

MAJOR THEFT

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

EXTORTION / COERCION

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

EMBEZZLEMENT

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

CONTROLLED SUBSTANCES / ALCOHOL USE, UNDER THE INFLUENCE

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

VERBAL OR WRITTEN ASSAULTS / THREATS

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

AIDING AND ABETTING

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

HAZING

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

GANG POLICY VIOLATIONS

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

TOBACCO USE / POSSESSION

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

COUNTERFEIT WEAPONS

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

GAMBLING / GAMBLING DEVICES

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

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

SEXUAL MISCONDUCT

Any sexually suggestive behavior which disrupts the educational process.

PUBLIC INDECENCY

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

INTIMIDATION/HARASSMENT / BULLYING

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

MINOR VANDALISM

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

MINOR THEFT

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

CHRONIC FIGHTING

Repeated violations of Student Code of Conduct fighting offenses.

FALSE REPORTING OF A SERIOUS MATTER

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

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

COUNTERFEIT CONTROLLED SUBSTANCES

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

- A. Any drug that bears, whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trade mark, trade name or identifying mark.
- B. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured processed, packed or distributed.
- C. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
- D. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distributing, or the price for which it is sold or offered for sale.
- E. No person shall knowingly possess any counterfeit controlled substance nor shall any student knowingly make, sell, offer to sell, give, package, or deliver a counterfeit controlled substance.

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

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

TRESPASSING

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

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

CHRONIC OFFENDER/REPEATED VIOLATIONS IN CATEGORIES 3 AND 4

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

IMPROPER USE OF SCHOOL COMPUTER NETWORK/INTERNET –

Offenses of this policy such as obscenities, use without signed consent, etc. are Category 3 or 4 offenses.

Note: Violations of the School Computer Network/Internet Policy such as threats, vandalism, other illegal activities, etc. are Category 1.

INSUBORDINATION / FAILURE TO COMPLY

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

GROSS DISRESPECTFULNESS

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

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

FIGHTING AND INCITING VIOLENCE

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

ENDANGERING SELF OR OTHERS

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

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

DISRESPECTFULNESS

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

FORGERY

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

PLAGIARISM

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

FAILURE TO IDENTIFY ONESELF / STUDENT ID BADGES

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

LEAVING CAMPUS

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

FAILURE TO DISPERSE

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

THROWING OBJECTS

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

AIDING AND ABETTING – MINOR

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

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

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

HALL PASS

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

LYING

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

CHEATING

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

INAPPROPRIATE DISPLAY OF AFFECTION

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

ATTENDANCE POLICY VIOLATIONS

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

UNAUTHORIZED AREA

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

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

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

UNAUTHORIZED FUNDRAISING

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

LUNCHROOM REGULATION VIOLATIONS

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

INAPPROPRIATE DRESS

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

PARTICIPATE IN DISRUPTIVE BEHAVIOR SUCH AS BUT NOT LIMITED TO:

YELLING

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

NAME CALLING

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

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

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

TANTRUMS / DISORDERLY CONDUCT

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

GANG POLICY

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

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

DEFINITION

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

INSIGNIA AND PARAPHERNALIA

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

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

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

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

GRAFFITI

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

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

ATTACKS

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

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

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

MEETINGS

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

TRESPASSERS WILL BE PROSECUTED.

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

RECORDS

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

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

RECRUITING

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

WEAPONS

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

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

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

Adoption Date: 1997

100% TOBACCO FREE SCHOOLS POLICY

Adopted March 14, 2016

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

DEFINITION

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

TOBACCO USE PROHIBITED

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

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

On school grounds, athletic grounds or parking lots; and

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

TOBACCO POSSESSION PROHIBITED

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

TOBACCO PROMOTION PROHIBITED

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

NOTICE

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

EDUCATIONAL REINFORCEMENT

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

OPPORTUNITIES FOR CESSATION

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

ENFORCEMENT

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

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

EXEMPTION

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

LEGAL REFERENCES

Pro-Child Act of 1994, 20 U.S.C. § 6081 Et seq. (1994)
Ohio REV. CODE ANN. §§ 3313.20, 3313.447, 3313.751, 3791.031, 3794.01

EAST CLEVELAND CITY SCHOOLS

BOARD OF EDUCATION

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Chief Executive Officer & Superintendent



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