

CLEVELAND
INTERMEDIATE SCHOOL
HANDBOOK

2017-2018

TIGER PRIDE



Dear Parents:

Good communication between the school and parents is essential for your child's educational welfare. Please feel free to call us at Cleveland Intermediate School (358-2210, extension 300) if you have any questions, comments, or concerns about your child's education and his/her physical and emotional well-being. In an effort to better serve your child, please keep us informed if your child has any particular problems, medical or otherwise, that may affect his/her performance. This information will help to ensure a healthy frame of mind for your child and enable his/her teacher to serve your child in a more effective and personal manner.

We consider it a privilege to serve your child during this important and exciting time in life and welcome each new day as an opportunity to promote growth and happiness.

Sincerely,

Jeremy McKinney, Principal

Cleveland Intermediate School

SCHOOL CREED

I am a Cleveland Intermediate School student. I have great expectations for myself.
I accept the challenge to become the best that I can be.

Yesterday's failures are behind me. Today's successes are now before
me.

I will make today the very best day of all, For this day begins the rest of my
life.

I accept the responsibility for my behavior and its results.

I do not have the right to interfere with the learning and wellbeing of others.

With my family and teachers, I will determine what I will become,
For the education I receive today will make me a leader of tomorrow.

TEACHER'S CREED

I am a teacher. I accept the challenge to be sagacious and tenacious in teaching every student, because I believe every
student can learn.

I accept the responsibility to create a learning environment conducive to optimum achievement academically,
socially, and emotionally.

I actively pursue excellence for my students and myself.

I provide a model of decorum and respect that guides my students as well as honors them. I affirm superlative expectations
for my students and myself.

I cherish every student.

I am a teacher. I change the world one student at a time.

MISSION OF CLEVELAND INTERMEDIATE SCHOOL

Educational growth is the main priority of teachers as well as students, and our goal is to provide an opportunity for each child to develop to the fullest extent, his/her individual potential. Our goal includes assisting each child to stand confidently, participate fully, learn continually, and to mature into responsible young adults capable of contributing to the world around them in a meaningful way. Cleveland Intermediate School continually strives to develop and maintain open communication between parents, students, and teachers. Our school is committed to:

1. Mastery of subject matter
2. The belief and expectation that all children are capable of learning
3. Providing a safe, pleasant, and orderly atmosphere with teacher directed activities
4. Maintaining consistency while interacting with and instructing students
5. High expectations for parents, students, and teachers

Cleveland Intermediate School shall provide an atmosphere, which enables each student:

1. To develop principles which reflect continuous growth of empathetic and honest relationships
2. To acquire self-motivation, a lifelong love for learning, and the development of his/her own potential in a continuous learning process
3. To express him/herself creatively
4. To develop a sense of awareness and appreciation for life
5. To develop cognitive, communication, and physical skills that will enable him/her to function effectively in his/her environment.

2017-2018 SCHOOL CALENDAR

FIRST QUARTER

Staff Reports (Professional Days)	August 9-11, August 21-22
Classes Begin	August 23
Labor Day (No School)	September 4
Progress Reports	September 15
End of First Quarter	October 17
Parent-Teacher Conferences	October 17-18

SECOND QUARTER

Fall Break (No School)	October 18-20
Report Cards	October 25
Thanksgiving Break (No School)	November 20-24
End of Second Quarter/First Semester	December 19
Christmas Break (No School)	December 20-January 3

THIRD QUARTER

Professional Day (No School)	January 3
Classes Resume	January 4
Report Cards	January 5
MLK Day/No School	January 15
Progress Reports	February 9
No School/President's Day/Snow Day	February 19
End of Third Quarter	March 9

FOURTH QUARTER

Report Cards	March 14
Parent-Teacher Conferences	March 15-16
Spring Break (No School)	March 16-23
Classes Resume	March 26
No School/Professional Day/Snow Day	March 30
No School/Snow Day	April 13
Progress Reports	April 20
No School/Snow Day	April 27
End of Fourth Quarter/Reports Cards	May 10
Professional Day/Staff Check Out	May 11

Parent/Teacher Conferences will be scheduled for two evenings this year. Please see your students' teacher(s) for alternative times.

In order of need, the following dates will be used for makeup in the event school is dismissed for bad weather: February 19, March 30, April 13, and April 27

Report Cards: October 14, January 13, March 10, May 11

**Cleveland Intermediate School
705 North Swan Drive
Cleveland, Oklahoma 74020
918-358-2210, ext. 300**

CLEVELAND PUBLIC SCHOOLS BOARD OF EDUCATION

DANNY WARD	PRESIDENT
RICK FORBES	VICE-PRESIDENT
TERRY SPEARS	CLERK
CINDY LOCK	DEPUTY CLERK
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BECKY LITTREL	DIRECTOR OF SPECIAL EDUCATION
JEREMY McKINNEY	PRINCIPAL
ERRON KAUK	VICE PRINCIPAL

2016-2017 INTERMEDIATE SCHOOL PERSONNEL

**Jeremy McKinney
Erron Kauk
Becky Littrel**

**Principal
Vice Principal
Counselor**

FIFTH GRADE

**Cindy Bejcek
Cary Brewer
Kellie Clary
Autom Meadors
Pam Thornton**

FOURTH GRADE

**Jennifer Carroll
Carla Fack
Chris Fields
Holly Reeves
Jan Stephens
Arleta Wilson**

THIRD GRADE

**Karen Boze
Leslie Davenport
Shaina Grubbs
Cathy Holmes
Mishell Page
Tonya Patrick**

**Kelsey Cottom
Sue Goza
Julie Horine
Lea Ann Pry
Christina Jackson
Kim Gruenwald
Lori Anderson
Debbie Stout
Jessica Bates
Tracie Blythe
Sarah MacArthur
April McWhirt
Caleb Hein
Anja Johnson
Jessica Ward
Harley Quezada
Norma Robertson
Stacy Youtsey
Brittany Cavin
Robin Worley
Lisa Hager
Susan Murray
Julie Travis
Cindy Proctor**

**Speech Pathologist
Occupational Therapist
Title I Reading/Math
Special Education
Special Education
Special Education
Paraprofessional
Paraprofessional
Paraprofessional
Secretary
Library/Office Assistant
Teacher Assistant
Computers
Music/Art/Counseling
Physical Education
AmeriCorp Reading Assistant
School Nurse
Custodian
Custodian
Custodian Supervisor
Food Service Clerk
Food Service
Food Service
Food Service Supervisor**

STUDENT ENROLLMENT

Certain requirements for enrollment into all schools in Oklahoma are set forth by the legislature and recorded in the “School Law of Oklahoma”. These requirements include:

1. A kindergarten child must be five years old before September 1.
2. A birth certificate and/or hospital certificate and a record of immunizations must be presented at the time of enrollment and kept on file at the school.
3. If the immunization record indicates that immunization has been started but not completed, the child may be provisionally admitted, but a completion date must be set.
4. If the agreed date is not met, the child will be dropped from the records.
5. If the child’s doctor states immunizations would be harmful to the child’s health, or if a parent objects for religious reasons, a statement in writing must be completed for school records.
6. If an outbreak or contagious epidemic should occur, those exempted from immunizations will be sent home.
7. All students must receive the Hepatitis A shots prior to entry into 7th grade.

ATTENDANCE

School attendance and participation are important parts of the educational process. Students must attend school regularly in order to benefit fully from their educational experience. All students are encouraged to be present and prompt as much as possible. Attendance is taken twice a day at 10:30 and at 2:00. School attendance is the responsibility of parents and students, and it is our hope at Cleveland Intermediate School that you share in this commitment.

While we encourage regular school attendance, children should never be sent to school when running a fever, broken out with an infectious disease, having a skin or gum infection, or for any other reason be sent to school in poor health. An ill child is not able to perform at his/her best, and it is not advisable to put others at risk of also becoming ill.

PLEASE BE SURE THE SCHOOL HAS CURRENT TELEPHONE NUMBERS WHERE SOMEONE CAN BE REACHED AT ANY TIME DURING THE SCHOOL DAY IN THE EVENT A SICK STUDENT NEEDS TO BE TAKEN HOME. We suggest that a transportation route be worked out between the student and parent in case of emergency.

REPORTING AN ABSENCE

Because we are concerned for your child's safety and well-being, we ask that you **notify the school by telephone (358-2210 ex. 300) early each morning when the student is absent.** In addition to this, when your child is absent from school they need to bring a note from either home or the doctor stating the reason for missing. This needs to be done the day they come back to school. This will help us keep track of your child's absences in a more efficient manner. Additionally, a note from the doctor keeps those absences from counting against your child. All other absences, however, do count towards the student's attendance record, of which they can only miss 10 days per semester.

Upon request, exception to the seven (7) day/ten (10) day rule will be considered by the committee consisting of the Asst. Principal/Principal, a faculty member and counselor. Consideration of exceptions will be based on the following:

- a. Extended illness of the student with a letter from the doctor stating that the student was unable to attend school. (A student will have five (5) days to bring a doctor's note.)
- b. The reason for the absences.
- c. The pattern of the absences.
- d. Previous history of attendance.
- e. Unavoidable family emergencies.
- f. Letter Turned In.

A note from home or the doctor can also cause an unexcused absence to be changed to an excused one. Excused absences allow a student to make up any school work that might have been missed, while unexcused absences do not allow a student to do so.

EXCESSIVE ABSENCES

We hope you will encourage regular attendance, however, if your child does not attend school regularly the following procedures will take place each semester:

1. After five (5) absences the parent will receive a notice from the school. The first letter is to notify the parent/s of the attendance problem which needs to be alleviated by working with school officials.
2. If attendance does not improve after the first letter and the student has missed seven (7) days of school, the next step will be a hearing before the Truancy Prevention Board. This committee is formed to help parents and students compile a plan that will help with the attendance problem. The Truancy Prevention Board is comprised of Outside agencies, including the Pawnee Assistant District Attorney and Oklahoma Juvenile Authority, which will aid in providing a Truancy Prevention Plan. At this Point it is not the intention of Cleveland Public Schools to prosecute but, provide a Workable plan for improved attendance. If step two (2) is not successful, letter three (3) will be sent to the Pawnee County District Attorney's office.
3. At this point the parent/guardian is in violation of Oklahoma Statute Title 70 School Code of 1971, Article X, Section 10-105 and will be referred to the Pawnee County District Attorney's Office. The Assistant District Attorney will determine the fine or Punishment according to state law.

END OF DAY SIGN OUT

Students must be in school for the complete school day in order to receive the full benefit of the educational process. Instruction begins at 8:15 a.m. when the tardy bell rings and ends at 3:25 p.m. when the dismissal bell rings.

Leaving early from school not only deprives your child from receiving full instruction, but it also disrupts the other students in the classroom environment and interrupts the teacher in the middle of instruction.

We understand that situations arise when a family emergency might necessitate taking your child from school early. Transportation convenience does not constitute an emergency. It may be inconvenient at times to have to wait for your child, but it is in his or her best educational interest.

MAKE-UP WORK

Students will have one day for each day absent to turn in make-up work. In the event of a lengthy illness, special arrangements may be made through the principal's office for make-up work. Make-up assignments will be designed to help students learn what was missed in class during the absences. These assignments will be comparable in length and difficulty. Students absent the day of a scheduled exam will make up the test before or after school, or at the teacher's discretion.

Parents requesting make-up work for an ill child should call the office early in the day so the teacher can gather needed materials during planning time, lunch, or after school. Teachers must not be expected to interrupt their teaching to get make-up work for an absent student. We ask that make-up work be picked up in the office in an effort to save you time and to avoid class interruptions.

Make-up assignments will be graded and returned to the student.

BELL SCHEDULE

STUDENTS ARE NOT ALLOWED ON SCHOOL GROUNDS BEFORE 7:45, AND THE SCHOOL IS NOT RESPONSIBLE FOR STUDENTS ARRIVING BEFORE THIS TIME. STUDENTS ARE NOT ALLOWED INSIDE THE BUILDING UNTIL THE BELL OR THE DUTY TEACHER ADVISES DUE TO INCLEMENT WEATHER.

7:45	Students allowed on school grounds
8:05	Bell rings for students to line up to enter school
8:15	Classes begin. Students are <u>TARDY</u> after 8:15.
3:25	Dismissal bell

TARDIES

A student is counted tardy if they arrive to school after 8:15 am and/or leave before 3:25. Three tardies will equal one day of unexcused absence and **NOW** will be used to help figure overall absences for a semester. Tardies will be recorded on student's report cards. Tardies interfere with the teaching and learning of all students by disrupting the classroom environment. **Important daily lessons begin immediately each morning.** Your cooperation is appreciated in limiting interruptions and in making sure your child arrives on time. In the same vein, instruction continues until the dismissal bell.

EARLY DISMISSAL

Sometimes it is necessary to dismiss school early without warning due to weather conditions. **Please plan ahead with your child what he/she is to do should these situations arise.** When it is necessary to cancel classes, please turn your radio or television to any Tulsa channel for information. **DO NOT CALL THE SCHOOL.**

MEDICATION

When a physician recommends a child be given medication, the legal guardian or parent must complete a form indicating the kind of medicine and a release to administer the medication. This form will be kept on file in the office along with all medications. **(THIS FORM IS AT THE BACK OF THE HANDBOOK.) Students who take medication on a daily basis must be responsible to remember to come to the office for dispensing of medication at the proper times. Students are not allowed to keep medications on their person.**

MOMENT OF SILENCE

As per state mandate, the board of education shall ensure that the public schools within the district observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. The minute of silence will be announced over the intercom at the appointed time.

PARENT-TEACHER COMMUNICATION

Parents may arrange a conference with a teacher by telephone or written message. Please specify the time and date you prefer to meet. If for any reason you cannot attend at the date and time arranged, please notify the office so we can reschedule for you. We will endeavor to accommodate you in any way possible.

VISITING THE SCHOOL

To ensure a smooth running and safe school, **ANYONE ENTERING THE SCHOOL BUILDING FOR ANY REASON MUST REPORT TO THE OFFICE.** Please do not enter the classroom hallways without checking in with the office personnel.

If your child forgot his/her lunch, please drop it off at the office with the child's name and the teacher's name written on it, and we will be sure it is properly delivered.

Parents should not disturb the teachers and students by going to the classrooms directly unless a visit has been prearranged with the teacher. **We also ask that you drop off and pick up your children at the front door of the school and not at the classroom doors.**

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are always encouraged in order to provide a better learning situation for your child. Whenever you desire a conference with your child's teacher, please contact him or her. We are happy to have you come before school, during planning periods, or at the end of the day. It is very difficult for a teacher to have a conference while he or she is responsible for the instructional program for a classroom full of children.

Two scheduled conferences will be set up for each parent on the following dates:

Fall Semester Parent-Teacher Conference Dates and Times

Tuesday, October 17, 2017 4:00-8:00 p.m.

Wednesday, October 18, 2017 8:00 a.m. - 12:00 p.m.

Spring Semester Parent-Teacher Conference Dates and Times

Thursday, March 15, 2017 4:00-8:00 p.m.

Friday, March 16, 2017 8:00 a.m. - 12:00 p.m.

VOLUNTEERS

We encourage parents, senior citizens, students, and others to assist teachers or other staff members by becoming volunteers. Your talents and skills are needed, not only to tutor students, but to enrich their experiences as well.

GRADES-PROGRESS REPORTS-TESTING

The Grading Scale of Cleveland Public Schools is as follows:

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

Progress Reports are presented to students during the fifth week of each quarter. This report provides you with the teacher's evaluation of your child's development of social and cognitive skills.

Report Cards are scheduled to be distributed as follows:

First Quarter:	October 25, 2017
Second Quarter/ First Semester:	January 5, 2018
Third Quarter:	March 14, 2018
Fourth Quarter/Second Semester:	May 10, 2018

If a student is suspended from school for any reason, the student will be allowed to make up the work that was assigned in his/her absence. 30% will be deducted from all assignments given during this period.

Standardized Tests are given in the spring of each school year. You will receive information concerning these tests prior to the testing dates.

Home Report Folders will be sent home weekly, generally on Tuesday. These folders enable you to monitor your child's progress on a continual basis. Folders need to be signed and returned the following day.

NCLB Report Card is available in the school office. Information can also be found on the State Department of Education website at <http://sde.state.ok.us>

Screenings We would like to inform parents/guardians that your child may participate in one or all of the following screenings: developmental, speech-language, hearing, vision. These screenings will be conducted if your child's teacher has any concerns with some or all of the above areas. If you have any questions, please contact the school.

DRESS CODE

Parents are expected to keep their children well-groomed and neatly dressed. Parents are encouraged to see that their children practice good hygiene. Any form of dress or hairstyle which is considered contrary to good hygiene and safety or which is distracting or disruptive in appearance will not be permitted. This includes face paint, temporary facial tattoos, and any unnatural hair color. Items worn in body piercings other than wearing earrings are not allowed.

Clothing that promotes alcohol, tobacco, sex, violence, Satanism, or drugs will not be permitted. All students who wear hats or other headgear will be required to hang them in their lockers inside the building. Spaghetti-strap tops, shirts or blouses that expose the stomach or can be seen through should not be worn. Skirts and shorts should be mid- thigh in length as not to cause embarrassment to anyone. Tight biking shorts are not permitted. Jeans with holes in inappropriate places should not be worn. **Please be sure shoes are appropriate for P.E. and playground activities.**

Shoes with wheels in the heels are not considered safe at school and have been found to damage some floor surfaces. Students are encouraged to wear shoes without wheels to school. Use of the wheels may result in disciplinary action.

LOCKERS

All students will be assigned a locker at the discretion of their teacher. These will be used as storage for coats and other items too large for desk storage. **LOCKERS WILL NOT BE LOCKED** as students often lose their keys or forget the combination.

LOST AND FOUND

PLEASE WRITE THE NAME OF YOUR CHILD ON ALL PERSONAL PROPERTY. At the end of each day articles left lying around are placed in LOST AND FOUND. Please check the LOST AND FOUND if your child has lost something. Many articles go unclaimed and are given to charitable organizations at the end of each semester. The school does not assume responsibility for lost, stolen, or misplaced items under any condition.

TOYS, CANDY, AND OTHER PERSONAL PROPERTY

Trading cards, toys, fidget spinners, electronic devices, games, skateboards, wireless communications, cassette and CD players, and radios are prohibited at school and on the school buses. These items are distracting in the school environment and are targets for theft. Gum and candy should also be left at home.

BICYCLES

Children may ride bicycles to and from school. Bicycle riders are required to abide by the same laws as those governing cars and other vehicles. All bicycles must be walked on school property and parked and locked in the bike racks provided. The school is not responsible for lost or stolen bicycles.

PLAYGROUND ACTIVITIES

Playground rules will be in effect school wide. These rules will be posted in each classroom and reviewed by the classroom teacher with the students. The teachers on duty or other authorized school personnel will address infractions of these rules.

EMERGENCY DRILLS

In accordance with state and district laws and policies all schools will have 2 fire drills, 2 tornado drills, 4 security drills, 2 additional drills, and 2 bus evacuation drills during the school year. Each teacher will have a copy of all procedures including warning signs and will instruct each class in safety procedures. Cleveland Intermediate School has six rooms which are designed as tornado safe rooms.

PARTIES

We hold only three parties per year. These are for Halloween, Christmas and Valentine's Day. All parties will be held during the last 30 minutes of the school day. Parents will not be allowed to enter the classroom until this time. Only store-bought treats may be brought to classroom parties. Due to state health codes, **NO HOMEMADE TREATS OR DRINKS** may be brought to classroom parties. **We do not recognize birthdays in the classroom.** Student's birthdays are acknowledged every month during our Tiger Paw assembly.

INVITATIONS TO PARTIES HELD AT HOME SHOULD BE MAILED. THE DISTRIBUTION OF PARTY INVITATIONS IS PROHIBITED ON SCHOOL PROPERTY IN ORDER TO SPARE THE FEELINGS OF CHILDREN NOT INVITED.

SCHOOL PICTURES

Individual pictures will be taken in the fall and the spring. There will be an opportunity for retakes in the fall, but retakes are not offered with the spring pictures. Pictures will be taken on the following dates this School Year:

Individual Pictures for Yearbook:	Wednesday, September 27, 2017
Individual Picture Retakes for Yearbook:	Wednesday, October 25, 2017
Group Pictures:	Wednesday, January 31, 2018
Individual Spring Pictures (No Retakes):	Thursday, March 1, 2018

PUBLIC OFFICIALS

School personnel are required by law to cooperate in Department of Human Services investigations. These investigations may require Department of Human Services officers to question students while at school. It is the responsibility of the Department of Human Services to contact parents concerning any investigation.

TRANSPORTATION

Cleveland Public Schools bus over 65% of the student body. This is a large task for any school district; therefore, it is necessary that parents and students follow the set-forth procedures to ensure that everyone is transported safely and efficiently. Each child is given a set of rules at the beginning of the year. We read and discuss the rules with the children, which they are to take home. Parents should read and discuss these rules and follow the instructions of the driver. Any child who does not do this may be suspended from the school bus until assurance is given that they will follow the rules.

If a student's behavior creates a safety hazard on the bus, the student may be deprived of bus riding privileges. Parents will be expected to transport the student to school if a bus suspension occurs. THE BEHAVIOR AND SAFETY OF THE STUDENT AT THE BUS STOP IS THE RESPONSIBILITY OF THE PARENT.

Students are not for any reason to get off their bus at other school sites while in transit to and from school. Parents wishing to transport students to and/or from school by car should enter the traffic circle on the south side of the circle drive and exit on the north. No vehicles other than those belonging to school personnel should be in the south parking lot, as the students cross this lot on the way to the buses.

BUS PASSES

For reasons of safety, if a student is to ride a bus other than his/her regular bus, or if a student who does not ordinarily ride a bus wishes to ride with another student, **THE PARENTS OR GUARDIANS MUST FILL OUT THE REQUIRED TRANSPORTATION FORM (BUS SLIP) AT THE SCHOOL OFFICE.** The parent/guardian may also send a signed note, which the student will bring to the office. Office personnel will write out the bus slip and attach the signed permission note from the parent to the slip. **NO EXCEPTIONS WILL BE MADE.** If a student does not have signed permission, they will not be allowed to ride the bus.

TRAFFIC SAFETY

Please help us to prevent the risk of injury by adhering to all rules of traffic safety:

- 1. ALL students should be dropped off and picked up in the school FRONT parking lot only. The side parking lots and the Cleveland Event Center parking lots are not pick-up areas for Intermediate School students. Please do not put your child into a hazardous situation by dropping him/her off in an unauthorized or unsupervised area. This rule is only intended to prevent serious injury and to ensure the safety of all students.**
- 2. When picking up a child, always pull to the curb. Do not stop in the middle of the driveway or street to pick up or drop off a child. Walking into the path of another vehicle may cause injury.**
- 3. Do not stop to pick up a child until you have driven to the far end of the pick-up area and directly behind the car ahead of you. Please maintain one lane of traffic in the school traffic circle. This prevents traffic from backing up into the street.**
- 4. Do not park in bus loading or handicapped zones.**
- 5. Children are not permitted to cross the driveway unless accompanied by an adult. Respectfully acknowledge and obey school supervisory personnel.**

FIELD TRIPS

1. Each grade will be allowed one field trip per year.
2. The field trip will be academically based, and/or related to classroom curriculum.
3. Additional field trips may be allowed, but only at the discretion of the Cleveland Public Schools Administration.
4. Parents are not allowed to ride buses on field trips.

TELEPHONE USAGE

Because of our large enrollment, some limitations must be placed on the use of the telephone. Rules regarding telephone usage are:

1. **Students must have permission from their teacher to go to the office. Office personnel will then allow the student to use the phone.**
2. **Outgoing calls are to be made only in the case of emergency. Permission to go to a friend's house, a forgotten lunch or homework assignment are not considered to be emergencies.**
3. **Make arrangements each morning where your child is to go after school, especially if it is out of the ordinary routine. Please try to avoid making daily calls to the school regarding end-of-the-day arrangements for your child.**
4. **It is not our policy to get students from the classroom to answer a telephone call from their parents. Messages are given at the end of the school day.**

CELL PHONES

School policy does not allow the use of cell phones or any other form of wireless telecommunication devices during the school day on school premises. These communication devices have been found to disrupt the education process. Therefore, the following disciplinary action will be in place for students that violate school policy using these devices at school.

1st Offense:	Warning; Parents notified
2nd Offense:	3 Days of Lunchtime Detention/No Recess
3rd Offense:	1 Day of In-House Detention
4th Offense:	2 Days of In-House Detention
5th Offense:	To Be Determined by school administration

We encourage parents to have their child leave cell phones at home. Cleveland Intermediate School and the Cleveland Public School District are NOT responsible for lost or stolen phones, or other personal property. If there are any emergencies, please contact the office and we will make sure your child receives the message or instructions you leave for them.

INSURANCE

Public schools do not carry insurance on students, except when being transported in school vehicles. The school system assumes no financial responsibility for medical cost of an accident occurring to a student while participating in a sport or other school activities. An accident insurance program is offered for your convenience. Neither the school nor any school official is compensated by the insurance company. We have selected an insurance company that provides student accident insurance through approximately 400 Oklahoma school districts.

ASBESTOS POLICY

Cleveland Public Schools have made every effort to make this school system a safe and healthy environment that also meets local, state, and federal requirements. The known and assumed asbestos in our school is being continually monitored and is being inspected every six months. It is also inspected by the E.P.A. every three years. The Asbestos Management Plan Handbook is available at each school site and the Superintendent's Office.

TRANSGENDER INDIVIDUALS

Cleveland Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, disability, genetic information, veteran status, marital status or age in its employment, programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the Cleveland Public Schools' transgender policies:

Aaron Espolt District Coordinator
Cleveland Public Schools
600 North Gilbert
Cleveland, Oklahoma 74020
918-358-2210

COMPUTER LAB HEADPHONES

Students will be instructed as to the proper methods of using the headphones in the computer lab. The cords of the headphones are not to be pulled, twisted, chewed on, or otherwise treated improperly. If a student damages a set of headphones, they will be responsible for paying for the replacement cost, which is \$10.00 per set.

DRUG POLICY

On July 2, 1990, the Cleveland Board of Education adopted a Drug Policy for Cleveland Public Schools. The policy is in two parts: 1) Cleveland Public Schools Student Athletic Drug Testing Policy, and 2) Cleveland Public Schools Policy on Student Possession or Use of Alcohol and Illegal Drugs. This policy includes an Extra-Curricular Activities Contract and a Drug Testing Consent Form. The policy will be kept on file in each principal's office and is available to the students or public on request. The policy on Student Possession of Alcohol and Illegal Drug Use will be passed out to all students involved in extra-curricular activities. The Policy is intended to supplement and complement the school district policy on student possession or use of alcohol or illegal drugs and all other policies, rules, and regulations of the school district regarding possession or use of illegal drugs.

Cleveland Public Schools
District Policy for Prevention of Bullying at School
(70 O.S. §§ 24-100.4 and 24-100.5)

The School Safety and Bullying Prevention Act at 70 O.S. § 24-100.4(A) requires each public school district board of education to adopt policies to address investigation of reported incidents of bullying.

This policy is in accordance with the provisions of the School Safety and Bullying Prevention Act at 70 O.S. § 24-100.5(C)(1). Local school districts and local school boards may use this policy as a model or develop their own policies that comply with the requirements of 70 O.S. § 24-100.4 and accompanying regulations at 210:10-1-20.

I. Prohibition of Incidents of Bullying

It is the policy of the Cleveland Public Schools to prohibit all bullying of any person at school. This policy shall extend to all schools in Cleveland Public Schools. Prohibited conduct includes incidents of bullying instigated by use of electronic communication specifically directed at students or school personnel.

II. Definitions

The following words and terms used in this policy shall have the following meaning:

"At school" means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

"Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal communication, or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group; and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

"Electronic communication" means the communication of any written, verbal, or pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.

"Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

III. School Bullying Prevention and Intervention

Every school site in this district shall ensure compliance with the following strategies for bullying prevention and appropriate intervention when incidents of bullying occur at school:

A. Bullying Preventing Officers. The principal of each school site in this district shall designate at least one Bullying Prevention Officer ("BPO") who shall be the primary point of contact to receive reports of incidents of bullying. The duties of the BPO shall be as follows:

1. To receive, promptly review, and track reports of incidents of bullying;
2. To establish and maintain the confidentiality of reports of incidents of bullying as appropriate;
3. To establish a method for receiving anonymous reports of incidents of bullying;
4. To publicize the procedures for reporting set forth in this policy to all students, parents/legal guardians of students, and school employees;
5. To educate the school and community about bullying prevention measures; and
6. To review, monitor, and suggest strategies for improvement of the school climate in order to facilitate prevention and intervention of bullying incidents in the school site and promote a school culture of intolerance of bullying behaviors;
7. To report the number of documented and verified incidents of bullying to the district and/or the State Department of Education in accordance with the requirements of 70 O.S. § 24-100.4(F) and accompanying regulations at 210:10-1-20;
8. To serve on the Safe School Committee and make recommendations for bullying prevention education, professional development, and/or policies and procedures pertaining to bullying prevention; and
9. Any other duties deemed necessary by school administrators and/or the Safe School Committee to facilitate bullying prevention at the school site.

B. Training and education in school bullying prevention and intervention. All school administrators and school employees at each school site shall be required to complete annual professional development training in school bullying prevention, identification, response, and reporting that meets the requirements of 70 O.S. § 24-100.4(A) and 210:10-1-20. Selection of the required training at each school site shall be based upon the recommendation of the Safe School Committee established at the site.

C. Safe School Committee. Every school site in this district shall establish a Safe School Committee that meets the requirements of 70 O.S. § 24-100.5(A). At least one of the members of the Committee shall be a BPO designated at the school site. The duties of the Committee shall be the duties set forth in 70 O.S. § 24-100.4(B).

D. Bullying Prevention Programs. Every school site in this district shall implement a research-based educational program as designed and developed by the State Department of Education for students and parents in preventing, identifying, responding to and reporting incidents of bullying

IV. Reporting Incidents of Bullying

The system of incident reporting at every school site in this district shall ensure that students are encouraged to report incidents of known bullying and shall remove unnecessary obstacles that would serve as a deterrent to reporting (e.g., ensuring availability of reporting procedures during the school day, ensuring a student is not penalized for tardiness or absence from a class incurred as a result of reporting an incident). To facilitate prompt reporting and tracking of all incidents, school sites shall, at a minimum follow the following procedures: Such procedures shall, at a minimum, address all of the following requirements:

A. District Bullying Report Form. Students shall be informed of the process for reporting incidents of bullying and encouraged to report all incidents of bullying. Incidents of bullying shall be reported on the "District Bullying Report Form" which shall be made available to students at all times during regular school hours, including in the main/front office of the school site, the office of the school counselor, the website of the school site, and any other locations recommended by the Safe School Committee at each school site. Students shall be advised that they may obtain assistance from a school official if they have questions about completing the District Bullying Report Form or if they are unable to complete the form without assistance (e.g., students unable to write legibly due to age, disability, etc.).

The District Bullying Report Form shall be designed to facilitate reporting of incidents by all ages, and shall, at a minimum, include all of the following items:

1. Date and approximate time of incident;
2. Location of incident;
3. Name(s) of all individuals at whom the incident was directed or who were affected by the bullying behavior;
4. Name(s) of all individuals who initiated or encouraged the bullying behavior;
5. Name(s) of all individuals who witnessed the incident or may have information pertaining to the incident;
6. Description of the incident, including:
 - (i) Identification of all inappropriate behaviors;
 - (ii) Identification of any types of alleged harassment on the basis of race, color, national origin, gender, sexual orientation, religion, or disability;
7. A description of the types of behaviors used to harass, intimidate, or threaten a student. Examples include, but are not limited to the following:
 - (i) Gesture, written, or verbal expressions (e.g., written or verbal threats, obscene gestures directed toward a student);
 - (ii) Physical acts (e.g., physical fights, assault, or attack);
 - (iii) Electronic communication (e.g., cell phone, instant messaging, email, social networking, audio or visual images);
 - (iv) Damage of a student's property (e.g., stealing, hiding, or damaging property);
 - (v) Threatening another student (i.e., communication leading to a reasonable fear of harm to the person or property of another individual or individual's friends or family);
8. Description of interference with the school's educational mission or the education of the student, including, but not limited to:
 - (i) Detrimental changes in school attendance (e.g., absences or tardies; missing all or part of a class or a school day);
 - (ii) Detrimental changes in student performance (e.g., student grades, assessments);
 - (iii) Detrimental changes in participation in school activities (e.g., student demonstrates fear or avoidance of interaction with other students during activities, lunch, bus, recess);
9. Identification of any physical evidence of the conduct (e.g., written notes, emails, property destruction, voicemail messages, audio or video recordings);
10. Any other information which could potentially assist school officials in investigation of the incident;
11. Name of individual reporting the incident and contact information at which the individual reporting the incident may be reached to seek additional information (unless the form is for the purpose of anonymous reporting);
12. Relationship of the individual reporting the incident to the individuals involved in the incident.

B. Individuals who may report incidents of bullying. Incidents of bullying at each school site in this district may be reported by any student, parent, school employee, or member of the public. Any school employee who has reliable information that would lead a reasonable person to suspect that an individual at the school is currently or has been the target of one or more incidents of bullying shall be required to report the information to the school's BPO. Failure by school employees to report incidents of bullying in accordance with the requirements of this policy may result in disciplinary action.

C. Privacy and confidentiality. Reports of bullying shall be kept confidential to the extent necessary to ensure compliance with the provisions of the Family Education and Privacy Rights Act (FERPA) and to protect students who report incidents of bullying from retaliation.

D. Anonymous reporting. In order to ensure individuals may report incidents without fear of retribution or retaliation, every school site in this district shall provide at least one method of anonymous reporting of incidents of school bullying that protects the identity of the individual reporting the incident. However, an anonymous report shall not be the sole basis for formal disciplinary action in response to an incident of bullying.

E. Tracking reports of incidents of bullying. All reports of bullying shall be tracked using methods that will enable the BPO and administrators of each school site to identify emerging patterns of bullying over extended periods of time.

V. Response to Reported Incidents of Bullying

Every school site shall follow the following procedure in response to reported incidents of bullying. Upon receipt of a report of a bullying incident, the BPO shall take immediate steps to:

- A. Separately interview with the individuals involved in the incident and witnesses to the incident to assess and ensure the safety of all individuals involved in the incident pending investigation of the incident;
- B. Locate and secure any records or physical evidence relating to the incident;

- C. Promptly notify the parent(s)/legal guardian(s) of all individual students involved in the incident and the steps taken by the school administration to ensure the safety of the students pending investigation of the incident; and
- D. Contact law enforcement if an incident reported involves an immediate threat to school safety or immediate harm to the safety of an individual student.

VI. Investigation, Determination, and Documentation of Reported Incidents of Bullying

The principal of each site shall be the individual responsible for investigating incidents of bullying unless the principal designates another school official at the site as the individual responsible for investigation of the incident. The procedure for investigation of a reported bullying incident shall, at a minimum, meet all of the following requirements:

A. Initiation of investigation. Within three (3) school days of receipt of a report of an incident of bullying, the school principal or designee shall initiate an investigation of the reported incident. All interviews with individuals involved in the incidents, their parent(s)/legal guardian(s), and/or witnesses shall be documented. A student's parent/legal guardian or attorney shall be permitted to be present at the interview of a student upon request of the student or the student's parent/legal guardian.

B. Documentation of investigation. All investigations shall be documented on a form that includes, at a minimum, all of the following information:

1. The date that the report of the incident was received by the BPO;
2. The date investigation of the report was initiated;
3. The name and title of the individual(s) assigned to conduct the investigation;
4. Identification of all individuals involved in the incident;
5. Identification of all individuals who witnessed the incident;
6. A summary of the details of the alleged incident;
7. A list of documentation available to investigate the incident; (e.g., written statement of student victim, written statement of student witnesses, medical information, incident forms, police reports);
8. A summary of action taken to investigate the incident (e.g., interviews with alleged victim, offender, perpetrator, and/or witnesses; review of incident reports; review of history of prior student behaviors; review of evidence);
9. A determination of whether sufficient evidence exists to verify occurrence of the alleged conduct;
10. Identification of follow up actions taken with the victim(s) and offender(s);
11. Identification of consequences implemented for the offender(s);
12. Identification of remediation implemented to address harm to the victim(s);
13. Date and method of notification of parents/legal guardians of victim(s) and offender(s) of completion and findings of investigation.

C. Findings and determination of alleged incident. Upon completion of review of all facts alleged and available evidence, the school administrator shall:

1. Document all findings of facts;
2. Issue a determination as to whether the occurrence of the incident could be verified based upon the available evidence as follows:
 - (i) Occurrence of the incident was verified;
 - (ii) Occurrence of the incident was unverified due to lack of proof (e.g., inability or unwillingness of victim to assist investigation or provide evidence in support of the allegations); or
 - (iii) Evidence exists beyond reasonable doubt to support a conclusion that incident was falsely reported by an individual as a means of bullying or retaliation or reprisal against a student for reporting an act of bullying.

D. Notification of results of investigation. Upon completion of an investigation, the school administrator shall promptly notify the district, and the parents/legal guardians of the students involved:

1. The findings of the investigation; and
2. Any proposed consequences and remedial measures provided to the individual(s) affected by the incident.

E. Follow up referrals for the purpose of student support services. Upon completion of an investigation, a school may recommend that available community mental health care, substance abuse, or other counseling options be provided to students involved in bullying incidents. A school may request the disclosure of any information concerning students who have received mental health, substance abuse, or other care pursuant to paragraph 13 of this subsection that indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information.

VII. Remediation and Consequences for Incidents of Bullying

A. Consequences for Individuals Who Commit Incidents of Bullying. Appropriate consequences shall be imposed for every individual who commits an act of bullying or an individual found to have falsely accused another student of bullying as a means of bullying or retaliation or reprisal for reporting an act of bullying.

Consequences shall be determined, implemented and enforced in a manner that is consistent with the due process requirements set forth in the district's policies pertaining to student and employee discipline. Examples of appropriate consequences may include, but are not limited to the following:

1. Verbal or written warnings;
2. Conferences with the parent(s)/legal guardian(s) of the students involved in an incident of bullying;
3. Detention;
4. Loss of school privileges;
5. Course and/or teacher reassignment;

6. Prohibition or suspension of participation in school activities;
7. In-school or out-of-school suspension in accordance with the provisions of 70 O.S. § 24-101.3 and district policies and procedures pertaining to student discipline;
8. Restitution of a victim's property that has been damaged as a result of the bullying incident;
9. Reassignment, suspension, and/or termination of school employment;
10. Referral to law enforcement.

B. Factors for Determination of Consequences for Incidents of Bullying Behavior. Every school administrator shall determine consequences for incidents of bullying behavior on a case-by-case basis in a manner that is proportionate to the severity of the conduct. Consequences for verified acts of bullying behavior shall be applied in such a manner as to ensure fair and impartial application of consequences (e.g., student's academic or athletic status shall not be considered as a factor for determination of appropriate consequences). In determining what consequences are appropriate for an individual determined to have perpetrated an incident of bullying, every school administrator shall include the following factors in the consideration:

1. If the individual who perpetrated the incident was a student:
 - (i) The age of the student;
 - (ii) The life skills of the student;
 - (iii) The grade level of the student;
 - (iv) The mental, physical and emotional development level of the student; and
 - (v) Personal obstacles such as a history of abuse suffered by the student or negative family situation.
2. The existence of any previous bullying behavior or continuing or ongoing pattern(s) of behavior by the perpetrator;
3. The circumstances in which the incident occurred;
4. The nature and severity of the bullying behavior involved in the incident;
5. The nature and severity of harm to the victim of the incident, including:
 - (i) Consideration of documented physical, mental and emotional distress resulting from the incident; and
 - (ii) The existence of any mental, physical, or health conditions of the victim exacerbated by the incident;
6. The relationship between the individuals involved; and
7. The potential for future violent conduct.

C. Factors for Determination of Consequences for False Accusations. Every school administrator shall determine consequences for incidents in which an individual intentionally and knowingly reports a falsified accusation of a bullying incident as a means of bullying or as a means retaliation or reprisal against another student in response to a previous reported incident of bullying. Consequences shall be sufficient to deter false reports of conduct, but not so severe

as to deter credible reports of bullying incidents. All of the following factors shall be considered in determining appropriate consequences for a falsified accusation:

1. The status of the individual (i.e., student, employee, volunteer, etc.);
2. If the individual who made the false accusation was a student:
 - (i) The age of the student;
 - (ii) The life skills of the student;
 - (iii) The grade level of the student;
 - (iv) The mental, physical and emotional development level of the student; and
 - (v) Personal obstacles such as a history of abuse suffered by the student or negative family situation.
3. Whether the individual who falsely accused another student of bullying has been the perpetrator of previous bullying incidents;
4. The nature and severity of the bullying behavior involved in the incident; and
5. The circumstances in which the incident occurred.

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D. Determination of Remediation Measures in Response to Incidents of Bullying Behavior. Every school site shall implement appropriate remediation measures in response to incidents of bullying. Remediation measures shall include strategies for the protection of all persons involved in incidents of bullying, including targets and perpetrators of the bullying incident, and family members affected by the bullying incident. Such remediation measures shall be designed to prevent further incidents of bullying and to increase safety for the individuals involved in incidents of bullying as well as all individuals at each school site. Examples of appropriate remedial measures in response to incidents of bullying may include, but shall not be limited to, one or more the following:

1. Referral of students involved in incidents of bullying to appropriate support services, including school or community counseling services, mental health treatment, or therapy services;
2. Academic intervention;
3. Programs of age-appropriate instruction for students to support a student's life skills (e.g., conflict resolution, problem solving skills, life skills, social skills, anger management).
4. Parental education programs;
5. Peer support groups;
6. Modifications of student schedules;
7. Modification of hallway traffic at the school site;
8. Increased supervision;
9. Increased use of monitors or monitoring equipment in school facilities, hallways, cafeterias, playgrounds, and/or buses.

VIII. Annual Notice of School Bullying Prevention Policy

Every school site shall implement a strategy for publicizing and distribution of this policy and all accompanying forms and procedures for reporting and investigation of incidents of school bullying. Publication and distribution shall comply with the provisions of 70 O.S. § 24-

100.4 and 210:10-1-20, and shall at a minimum meet all of the following requirements:

A. An annual written notice of the bullying policy shall be provided to parents, guardians, staff, volunteers, and students at each school. Notice of the policy shall be posted at various locations within each school site, including, but not limited to school cafeterias, bulletin boards, and administration offices. The written notice provided to students shall be written in age- appropriate language to ensure comprehension by younger students and provided with accommodations as necessary to ensure accessibility to students with disabilities.

B. A copy of this policy shall be posted on the Cleveland Public Schools website. In addition, each school site that has its own separate website shall post a copy of this policy and all accompanying forms and procedures on its website.

C. Each school site shall include a copy of this policy in its student and employee handbooks.

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, bullying.

DISCIPLINE

One of the most important lessons young children will learn in education is self-discipline. While discipline does not appear to be a subject, it is an underlying factor in educational structure. It is the training that develops self-control, positive self-esteem, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for self and others.

Discipline is also of great importance to the total operation of our school, and without it, school becomes disorganized and is at risk for failure. Parents are the most important role model for students when developing self-discipline. Cleveland Public Schools share in the responsibility of initiating, maintaining, and reinforcing good discipline habits in students.

Infractions of school rules or policies warrant discipline that includes but not limited to: rebuke by teacher, principal, authorized personnel, counseling, some form of detention, at home placement, corporal punishment, or suspension.

Other types of punishment will depend upon the infraction or severity. The forms of punishment may include one or possibly all of the following:

- (A) Financial restitution
- (B) Involving law enforcement or social agencies
- (C) Conference with student, parent, teacher and/or principal

The Board of Education is committed to creating a learning atmosphere at all school sites. The Board is also appreciative of the cooperative attitudes of a vast majority of its students. It is important that our school-learning atmosphere includes maintenance of order necessitating regulations relating to school discipline.

CLEVELAND INTERMEDIATE SCHOOL

DISCIPLINE POLICY

Students are expected to follow all classroom rules as outlined by individual classroom teachers. All teachers will not have exactly the same rules for their classes, and it is the responsibility of the student to follow the rules in any given class.

Continued acts of poor conduct will be referred to the assistant principal or his designated representative. Discipline problems will be handled according to the procedures outlined on the CMS Discipline Referral. Students who have referrals, will not be eligible to participate in the School Dances.

STUDENT BEHAVIOR

The Board of Education is deeply interested in creating a learning atmosphere in all of its schools. The Board of Education is appreciative of the cooperative attitude of a vast majority of its students. It is important that our school's learning atmosphere include maintenance of order, necessitating regulations relating to school discipline.

The following are specific examples of unacceptable behavior, which are subject to disciplinary action, including suspension or expulsion:

- A. Open or persistent defiance of authority.
- B. Assault upon student or school personnel.
- C. Creating, or attempting to create a disturbance.

- D. Excessive tardies.
- E. Unauthorized absence from classes.
- F. Willful disobedience, profanity or vulgarity.
- G. Showing disrespect for school property or causing damage to school property.
- H. Possession or use of any dangerous or annoying instrument, including but not limited to firearms, explosives, fireworks, knives, razors, drug paraphernalia, or other weapons used for assault. (Refer to School Laws of Oklahoma, Article XXIV, Section 33.)
- I. The use of tobacco products is prohibited. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking or both, and includes: e-cigarettes / vaping devices or any other product packaged for smoking or the simulation of smoking
- J. Selling, possessing or under the influence of a narcotic or dangerous drug. Including, but not limited to marijuana, LSD, heroin and barbiturates or non-narcotic intoxicants, such as glue, non-prescribed cough medicine, gasoline, beer, including 3.2 beer, or any type or form of intoxicating liquor or alcohol. (School Law Article XXIV, Section 33)
 - 1. Reporting students under the influence of or possessing non intoxicating beverages, alcoholic beverages, or controlled dangerous substance:
 - 2. Any teacher who has reasonable cause to suspect that a student may be under the influence of or said student has in his or her possession:
 - a. non-intoxicating beverages;
 - b. alcoholic beverages; or a
 - c. controlled dangerous substance; as the above are now defined by the state law, shall immediately notify the principal or his or her designee of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student of the matter. (Reference: O.S. Title 70, Section 133).
- K. Stealing or extortion.
- L. Any violation of state or local law or ordinance occurring on school property.
- M. Participation in any meeting, assembly or demonstration not authorized or conducted in accordance with provisions of board policy.
- N. Deliberate refusal to attempt a reasonable academic assignment.

Every teacher employed by the Cleveland Board of Education, who has reasonable cause to suspect that a student is under the influence of or has in his or her possession non-intoxicating beverages, alcoholic beverage, or a controlled dangerous substance and who reports such information to the appropriate school official, shall be immune from all civil liability. (Reference: O.S. Title 70 Section 24-132).

O. Tape players, CD players, 'Boom Boxes', etc., iPods, iPads, and their accessories are not to be at school.

P. **Substitute Rule:** If a substitute teacher sends a student to the office by disciplinary referral, the penalty assessed may be either a day of suspension or 1 swat. The parent will be given the choice of which of these 2 actions should be taken. This will be considered on a case by case basis.

Q. No public display of affection (PDA).

R. Shoes with wheels in the heels are not considered safe at school and have been found to damage some floor surfaces. Students should not wear shoes with wheels to school. Use of wheels at school may result in disciplinary action.

S. When a student reaches 8 referrals for the year, the parent/guardian will need to meet with school administration to help construct a plan of improvement for the student.

Behaviors resulting in immediate suspension or expulsion:

1. Possession, threat, or use of a firearm
2. Possession or use of drugs

****All other discipline of a serious nature will be determined on a case by case basis by the principal and/or superintendent.**

NOTIFICATION TO PARENTS REGARDING E-MAIL

The purpose of the Cleveland Public Schools' e-mail system is for school and educational purposes. Individuals utilizing this system should have no expectations of privacy. All e-mails on this system are subject to the Open Records Act, and as such may become matter of public record.

NOTIFICATION TO PARENTS & REVIEW OF STUDENT RECORDS

In the course of your child's education, the school district will keep records as deemed necessary to provide programs to meet his/her needs and interests. You have the right to inspect and review these records at any time during the regular school day. If you have any concern regarding the accuracy or appropriateness of any information or record maintained by the school, please do not hesitate to inform the principal of your concern.

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act (FERPA) and this policy:

1. The right to inspect and review the student's educational records.
2. The right to exercise limited control over other people's access to the student's educational records.
3. The right to seek to correct the student's educational record – in a hearing if necessary.
4. The right to report violations of the FERPA to the Department of Health, Education and Welfare.
5. The right to be informed about FERPA rights.

The complete FERPA policy is available upon request at the Cleveland Public Schools Administration Office.

STUDENT SUSPENSION

1. The judicial extension of Fourteenth Amendment protection to students in public school emphasizes the need for the school administrators to protect the procedural due process rights of students in discipline cases. The policy of the School District must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students.
2. **Pre-Suspension Conferences:**
 - a. When a student violates board policy or a school regulation, the principal will conduct an informal conference with the student.
 - b. At the conference with the student, the principal will read the policy, rule, or regulation which the student is charged with having violated and will discuss the conduct of the student which is a violation of the policy, rule, or regulation.
 - c. The student will be asked whether he/she understands the policy, rule, or regulation and be given a full opportunity to explain and discuss his/her conduct.
 - d. If it is concluded that a suspension is appropriate, the student will be advised that he/she is being suspended and the length of the suspension.
 - e. The principal will immediately notify the parent by phone and in writing that the student is being suspended from school by the principal. Elementary and middle school students will not be dismissed before the end of the school day without advance notice to the parent.
3. **Immediate Suspension Without a Pre-Suspension Conference:**
 - a. A student may be suspended without the above pre-suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute a danger to the health or safety of the students, or to school property, or a continued substantial disruption of the educational process.
 - b. In such cases, a suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.
4. **Conference with Parents:**
 - a. The principal will seek to hold a conference with the parent or guardian as quickly as possible after the suspension has been imposed. The parent should be advised of his/her right to conference with the principal at the time he/she is notified that a suspension has been imposed. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.
 - b. At the conference, the principal will read the policy, rule or regulation which the student is charged with violating and will briefly outline the conduct on the part of the student. The parent should be asked by the principal if he/she understands the rule and the charges against the student.
 - c. At the conclusion of the conference the principal will state whether he/she will terminate or modify the suspension. In all cases the parent will be informed of his/her right to appeal the suspension agreement with the principal's decision, he/she will be requested to sign a waiver of review by the Superintendent of Schools and the Board.

5. Limits On Suspension:

- a. In no event should a suspension extend beyond the current school semester and succeeding semester unless otherwise provided for by school policy or state law. Suspensions should have a definite commencement and ending date. Indefinite suspensions are not permitted. It is recommended that suspensions beyond 10 days be imposed only in serious situations.
- b. Suspensions should be consistent. One student should not be suspended for a few days and another suspended for an extended period for the same or similar offense. The principal may take previous conduct and previous suspensions of the student into consideration.
- c. Suspensions until the student performs some remedial act are not permitted. However, the student may be advised that a suspension of definite length will be terminated at an earlier date if he/she performs some remedial act.

6. Records and Reports:

The principal will keep written records of each suspension conference containing the date of the conference, the names of the persons present, and time duration of the conference.

7. Right of Appeal:

A parent or the student may appeal the suspension decision of the principal as provided for by school policy.

8. Short Term Suspension:

Any suspension of ten days or less shall be subject to appeal pursuant to the School District's Policy on Student Suspensions of Ten or Fewer School Days.

9. Method of Appeal to A Committee for Suspensions Greater Than Ten School Days:

A parent of the student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools and the Board of Education. At the student's and/or parent or guardian's option the appeal may be directly to the Board of Education.

10. Method of Appeal to The Board of Education:

- a. An appeal can be requested by letter to the Superintendent of Schools or to the Clerk of the Board of Education.
- b. If no appeal is received within five days, the Superintendent's decision will be final.

11. Hearing The Appeal:

- a. The Board will hear the appeal as soon as possible. The Board's decision is final and non-appealable.
- b. The parent and student will be notified in writing of the date, time, and place of the hearing.
- c. The parent and student will have the right to an "open" or "closed" hearing, at their option.
- d. Reasonable efforts will be made to accommodate the work schedule of parents.

12. Procedure for Student Suspension Appeal Hearing Before the Board of Education:

- a. The Board President should:
 1. Announce that the next agenda item is a suspension review hearing for the student stating her/his name.
 2. Ask whether the parents/student wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parents/student request a closed hearing, a motion to go into executive session per their request should be made and voted on.
- b. The Board President should advise the parents/child:

1. That they are entitled to legal counsel, if they desire.
 2. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.
 3. That the parent/child will be given an opportunity to call any witnesses and present any evidence they may wish, subject to cross-examination by the legal counsel for the administration.
 4. That the Board will consider the evidence and documents and reach a decision, which will be recorded by vote in open session.
 5. That parents/child may ask any questions about procedure.
- c. Following presentation of a. and b. above, all administration witnesses and documents should be presented, subject to cross-examination.
 - d. Parents/child may call any witnesses and present any documents, subject to cross-examination.
 - e. After each witness is presented, School Board members may ask the witness any questions.
 - f. Parents/child's closing statements.
 - g. Administration's closing statement.
 - h. Deliberate in private. (If the hearing is not in executive session, the Board may deliberate in executive session only with permission of the parents/child.)
 - i. Return to open session and vote. After adopting a motion making certain finding of fact, the Board must make a motion to: (1) affirm suspension; (2) modify suspension (increase or decrease); or (3) revoke suspension.

13. Attendance at School Pending Appeal Hearing

Pending the appeal hearing before the Board, the student will have the right to attend school under such “in-house” restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal:

- a. The conduct for which the student was suspended reasonably indicated that continued attendance by the student pending any appeal hearing would be dangerous to other students or school property; or
- b. The conduct for which the student was suspended reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.

14. Student Privileges While Under Suspension:

When a student’s behavior justifies suspension, the student forfeits the privilege of participating in the social/academic life of the school. Under most circumstances a student will not be permitted to make up and receive credit for academic work missed while under suspension, nor will a teacher be required to prepare make-up assignments for work (test, lectures, demonstrations, etc.) which ordinarily can be done only by attending the regular class sessions. During the term of suspension, the student will not be permitted to participate in any extracurricular activities offered by the School District, be present at any school-sponsored activity or on any school premises of the Cleveland Public Schools. Suspended students are not allowed to ride school buses. Under unusual or extraordinary circumstances and/or when the student is identified as disabled, the principal and teacher(s) may approve make-up work for which the student will be given credit.

CLEVELAND SCHOOL DISTRICT POLICY ON STUDENT SUSPENSIONS TEN (10) OR FEWER SCHOOL DAYS

The Board of Education of the Cleveland School District recognizes that student suspensions of ten (10) or fewer school days (referred to as “short-term suspensions”) generally involve less stigma and require less formal due process procedures than are required for suspensions of greater than ten (10) school days (referred to as “long-term suspensions”). Appellate rights in such instances are satisfied in an effective expedient manner by giving the student the right to appeal the suspension decision to a committee composed of administrators and/or teachers. The Board of Education adopts the following policy and procedures dealing with short-term suspensions.

1. Right of Appeal:

A student who has been suspended for a period of ten (10) or fewer school days is entitled to pre-appeal rights presently afforded by School District policy to students who have been suspended for periods of greater than ten (10) school days. A student who has been given a short-term suspension, and that student’s parent or guardian have a right to appeal a suspension decision to a committee composed of administrators and/or teachers. A student with a short-term suspension, and his/her parent or guardian shall be informed by the principal of this right and the method of submitting an appeal.

2. Method of Appeal to A Committee:

- a. An appeal to a committee can be requested by letter to the Superintendent of Schools, which must be received within five (5) days after the principal’s suspension decision is received by the student, or his/her parent or guardian. The suspension decision will become final and non-appealable if a request is not timely submitted.
- b. Upon receipt of the request, the Superintendent of Schools shall confirm that the student’s suspension falls within the category of suspensions to which an appeal to the committee is authorized. If the Superintendent determines that the period of suspension is greater than ten (10) school days, or if for any reason, the short-term suspension is

extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the Board of Education.

3. Hearing The Appeal:

- a. The Superintendent of Schools shall appoint a review committee consisting of not less than three School District employees who shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.
- b. The Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours. Reasonable consideration will be given to accommodate the schedules of parent or guardian if possible. The student and his/her parent or guardian will be notified in writing of the date, time, and place of the hearing. The principal who issued the suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.
- c. The committee will conduct a full investigation of the student's conduct, read the policy, rule, or regulation that the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian should be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct and present any evidence and witnesses that support the student's position.

d. At the conclusion of the presentation of evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal and Superintendent of Schools.

4. Student Privileges While Under Short-Term Suspension:

- a. When a student's behavior justifies suspension, the student forfeits the privilege of participating in the social and academic life of school. During the term of the short-term suspension, the student will not be permitted to participate in extra-curricular activities offered by the School District, be present at any school-sponsored activity, or on any premises of the School District. Suspended students are not to ride school buses.
- b. Students suspended short-term will be expected to do all assignments during suspension. Thirty percent (30%) will be deducted from all daily assignments during suspension. A grade of seventy percent (70%) will be the maximum a student may earn for daily work during suspension. Tests will be given full credit. At the discretion of the principal, students under short-term suspension may be in-house or out of school.

CLEVELAND SCHOOL DISTRICT POLICY FOR SUSPENSION OF DISABLED STUDENTS

1. Short-Term Suspension:

The School District may suspend a disabled student for a period of ten consecutive days or less for any conduct that would warrant suspension for a non-disabled student. The School District will follow its policy and procedures for the suspension of non-disabled students in conjunction with the short-term suspension of disabled students.

2. Long-Term Suspension:

Before implementing the suspension of a disabled student for more than ten consecutive school days, the District will notify the student's parent/guardian in writing of proposed suspension and convene a meeting of the student's I.E.P. team. This team will determine whether additional evaluation of the student is necessary and if the misbehavior for which suspension is proposed is related to the student's disability.

3. Emergency Suspension:

If the student poses an immediate threat to his/her own safety or to the safety of others, the School District may immediately suspend the student for up to ten school days. During the suspension period, the student's I.E.P. team will meet to determine whether the misbehavior is related to the student's disability and if further evaluation is necessary.

4. Relationship Between Misbehavior and Disability:

a. Misbehavior Related to Disability:

If the I.E.P. team determines that the student's misbehavior is related to his/her disability, the team will consider whether the student's current educational placement is appropriate and if any modifications to the I.E.P. should be made. These modifications may include a more restrictive placement. If the I.E.P. team determines that the student's placement should be modified, the School District will give the student's parent or guardian written notice of the proposed modification and allow at least ten calendar days for response. The School District will also advise the parent that the student is entitled to all due process procedures available under the Individuals with Disabilities Education Act (IDEA) and applicable state policies and procedures. The School District will maintain the student's current placement during the ten-day period, unless the student's parent or guardian agrees to the modification before the period expires or an emergency suspension is necessary under Section 3 or 5 of the policy. If the I.E.P. team determines that the student's disability is related to his/her misbehavior, the School District will not suspend the student as discipline for the misbehavior.

b. Misbehavior Not Related to Disability:

If the I.E.P. team determines the misbehavior is not related to the student's disability, the child may be suspended from school as discipline for the misbehavior. If the School District proposed a suspension that will cause the student's days suspended to total more than ten during the current school year, the School District will give the student's parent/guardian written notice of the proposed suspension and allow at least ten calendar days for response before implementing the suspension. The School District will also advise the student's parent or guardian that the student is entitled to all due process procedures available under the IDEA and applicable state policies and procedures, as well as the due process rights available to a disabled student for whom suspension has been recommended. The School District will not implement the suspension during the ten-day period, unless the student's parent or guardian agrees to the suspension before the period expires or an emergency suspension is necessary under Section 3 or 5 of this policy.

5. Stay-Put:

If either the student or the School District initiates due process proceedings under the IDEA, the student will remain in his/her current educational placement until those proceedings have been completed, unless the School District and the parent/guardian agree otherwise or Section 8 of this policy applies. However, if the student poses an immediate threat to his/her own safety or the safety of others, the School District may bring a civil action to enjoin the student from attending school for the duration of the due process proceedings or seek other appropriate relief.

6. Continuing Educational Services:

The School District will not provide educational and/or related services to disabled students during short-term suspensions. The School District will provide appropriate educational and/or related services during long-term suspensions to any student who is categorized as disabled under the IDEA, whether or not the student's misbehavior is related to his/her disability. The student's I.E.P. team will determine an appropriate educational program for the student during the term of the suspension.

7. Multiple Suspensions:

The School District may suspend a disabled student for multiple periods of ten consecutive days or less. When the student has been suspended for a total of 11 days during the current school year, the School District will implement the procedures described in Sections 2 and 4 of this policy for any subsequent suspension.

8. Suspension For Violation Of Gun-Free Schools Act:

If a disabled student violates the Gun Free Schools Act by bringing a firearm to a school under the jurisdiction of the School District, the School District will follow the above procedures, with the following exceptions:

a. **IF** the student's I.E.P. team determines that the misbehavior is not related to the disability, the student may be suspended from school. The I.E.P. team may determine that the student will receive continued educational services during the suspension in an alternative educational setting (i.e., alternative school or in a home-based setting) and may implement that placement **immediately**.

b. **IF** the student's I.E.P. team determines that the misbehavior is related to the disability, the student may not be suspended from school. However, the I.E.P. team can determine that the student's placement should be changed to an alternative education setting (i.e., alternative school or in a home-based setting) for up to 45 calendar days and may implement that placement **immediately**.

During the time in which the child is in the alternative education setting, the I.E.P. team should convene to review and change, if appropriate, the child's placement, or if necessary, bring a civil action to enjoin the student from returning to school at the end of the 45-day period.

c. **IF** the student's parent or guardian requests a due process hearing challenging any aspect of the team's decision, the student's alternative education placement will be his/her stay-put placement during the pendency of the due process proceedings.

9. Suspension from Transportation:

The School District may suspend a disabled student from transportation as a disciplinary measure during the period of suspension. The School District will reimburse the student's parent/guardian or his/her designee for the reasonable cost of transporting the student to and from school.

CLEVELAND SCHOOL DISTRICT GUN FREE SCHOOLS STUDENT SUSPENSION

It is the policy of the Cleveland School District that any student who is determined to have brought a weapon to a school under the jurisdiction of the School District shall be suspended from school for a period of not less than one year. Any suspension imposed under this policy may be modified for any student on a case- by-case basis by the chief administering officer of the School District. For the purpose of this policy, the following definitions shall control:

1. **The term “weapon”** means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.
2. **The term “chief administering officer”** means the Superintendent of Schools or the Board of Education of the School District.
3. **The term “determined to have brought a weapon to a school under the jurisdiction of the School District”** means any student being in possession or control of a weapon on property owned, leased or rented by the School District, including, but not limited to school buildings, parking lots, and motor vehicles, and any student who is in possession or control of a weapon at any School District sponsored function, regardless of whether such function is conducted on School District property.

Enforcement of this policy shall be consistent with state and federal laws dealing with discipline of students with disabilities.

Any suspension initiated pursuant to this policy shall be subject to the procedural safeguards set forth in the School District’s Policy on Student Suspension. To the extent that this policy is inconsistent with any other policy of this School District, then this policy shall control.

APPEAL PROCESS

Any parent may request reconsideration of a retention decision or a decision to not pass a student by taking the following steps:

First Level of Appeal: The parent may request review of the initial decision by letter to the building principal. If no request is received within five (5) days of parent’s receipt of written notification of the initial decision, the initial decision will be final and non-appealable.

Second Level of Appeal: The parent may request review of the principal’s decision by letter to the superintendent. If no request is received within five (5) days of the parent’s receipt of the principal’s written notification of his or her decision, the principal’s decision will be final and non-appealable.

If a parent disagrees with the Superintendent’s decision, he or she may prepare a written statement stating the reason(s) for disagreement, which will be placed in and become a part of the student’s permanent cumulative record.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the [Name of school ("School")] receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education

4. records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on

request or the disclosure is initiated by the parent or eligible student.]

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

[Optional] See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a) (11)). Directory information is defined as follows:
 - o Student name
 - o Name of student parents
 - o Students date of birth
 - o Students class designation
 - o Students extracurricular participation
 - o Student achievement awards or honors
 - o Students weight or health if on an athletic team
 - o Students photograph

Questions or requests to opt out of the sharing of directory information as stated above, should be directed to Aaron Espolt, Superintendent of Cleveland Public Schools 918-38-2210.

