

**CEVEC**  
**Handbook**  
**&**  
**Student Code of Conduct**  
**2024-2025**



6080 Wilson Mills Road  
Mayfield Village, OH 44143

## **BOARD OF EDUCATION**

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Mrs. Laurie Uhlir, Director of Community Relations  
Mr. Scott Snyder, Treasurer  
Mrs. Colleen Harrison, Assistant Treasurer

## **PHILOSOPHY OF EDUCATION**

Welcome to the Cuyahoga East Vocational Education Consortium. CEVEC serves many students from multiple school districts. Students are referred to CEVEC by their home school districts and the students participate in various center-based and community-based work and life skills experiences. At CEVEC, the individualized program fits the needs of each student.

With the mission statement of ***Educate, Empower, Employ***, the talented team of CEVEC Instructors, Job Trainers and other Transition Specialists assist students and parents in building the bridge towards independence. Partnerships with dozens of area businesses and adult service agencies make CEVEC the premier resource for students and parents in preparation for success in all aspects of life after graduation.

CEVEC's vision for the future is to continue to build collaborative partnerships to further develop and implement creative technology-based learning opportunities and authentic learning experiences in our communities in order that all students can obtain meaningful experiences and or employment upon completion of their CEVEC program.

## **COVID-19 STATEMENT**

The outbreak of the novel coronavirus otherwise referred to as COVID-19 has greatly impacted educational systems around the globe. CEVEC is committed to providing the highest quality education for all students and managing our response to the global pandemic in a safe, responsive, and flexible manner. Some of the items in the handbook may be subject to change based on the most up to date information regarding COVID-19.

## CEVEC Grading Scale

### **CEVEC Power Standards** *(Each Class Has A Detailed Rubric Score System)*

Professional Appearance/Dress	Directions & Regulations
Professional Behavior	Time Management
Initiative	Respect
Independence	Communication
Safety	Constructive Feedback
Seeks Help	Quality
Authority Figures	Stays On Task
Decisions	Flexibility

The CEVEC Power Standards for employability are aligned with the Ohio Job Training Coordination Technical Standards. The sixteen competencies have a four point criterion based rubric for employability skills and work behaviors. Job Seekers are provided instruction in each standard and apply these skills and work behaviors into daily practice with job training at their assigned site(s).

Job Seekers may also receive evaluations from their direct mentors at their community sites based on the sixteen listed competencies above.

**CUYAHOGA EAST VOCATIONAL EDUCATION CONSORTIUM**  
**(CEVEC)**

*1080 Wilson Mills Road, Mayfield Village., OH 44143*

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Deanna Paglio...7774

Angela Pierce

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Sue Puletti

Donald Ramer...6870

David Salem

Elizabeth Scully...7788

**CEVEC CLOSED FOR STUDENTS 2024-2025**

Monday, September 2nd	Labor Day
Friday, September 20 <sup>th</sup>	Staff PD Day
Monday, October 3 <sup>rd</sup>	Rosh Hashanah
Friday, October 11 <sup>th</sup>	NEOE Day
Friday, October 25 <sup>th</sup>	Teacher Work Day
Friday, November 8 <sup>th</sup>	Staff PD Day
Wednesday, November 27 <sup>th</sup>	Conference Comp Day
Thurs., Nov. 28 <sup>th</sup> - Fri., Nov. 29 <sup>th</sup>	Thanksgiving Break
Mon., Dec. 23 <sup>rd</sup> – Fri., Jan. 3 <sup>rd</sup>	Winter Break
Friday, January 17 <sup>th</sup>	Teacher Work Day
Monday, January 20 <sup>th</sup>	Martin Luther King Day
Monday, February 17 <sup>th</sup>	President's Day
Friday, February 28 <sup>th</sup>	Staff PD Day
Friday, March 21 <sup>st</sup>	Teacher Work Day
Mon., March 24 <sup>th</sup> - Fri., March 28 <sup>th</sup>	Spring Break
Thursday, April 17 <sup>th</sup>	Staff PD Day
Friday, April 18 <sup>th</sup>	Good Friday
Monday, April 21 <sup>st</sup>	Easter Monday
Monday, May 26 <sup>th</sup>	Memorial Day
Thursday, June 5 <sup>th</sup>	Last Day for Students

\*\*Students may ask for additional days off for school events such as assemblies, field trips etc.

**CALAMITY DAYS – SCHOOL CLOSING**

CEVEC follows the Mayfield City Schools calendar. **When Mayfield Schools are closed**, CEVEC will also be closed. School closing information may be heard on the following TV, Radio and Internet:

**TV Stations and Corresponding Internet Websites:**

WKYV Channel 3  
TV Newsnet 5 –WEWS Channel 5  
TV Fox 8 – WJW Channel 8  
WOIO Channel 19  
WUAB Channel 43  
WeatherPLUS Time Warner Digital 522,  
WOW & Comcast 208

**Online:**

[www.mayfieldschools.org](http://www.mayfieldschools.org)  
Mayfield Twitter page

**Radio Stations and Corresponding Internet Websites:**

WTAM 1100 AM  
WMVX 106.5  
WMJI 105.7  
WGAR 99.5  
WAKS 96.5  
WMMS 100.7  
SHLO 640  
WKDD 98.1  
Radio Free Ohio 1350 AM  
WCPN Ideastream 90.3  
WCRF 103.3  
WCLV 104.9

## **REPORT CARDS AND PROGRESS REPORTS**

At CEVEC grades are available online through Infinite Campus. Grades are reported quarterly to each district.

Progress reporting for CEVEC Job Seekers is reported each 9 weeks. Progress information is sent directly to each district for all CEVEC Job Seekers. If you have a question relating to progress, please contact the CEVEC teacher and/or your district.

### **AGE OF MAJORITY**

Any student who has reached the age of eighteen (18) is still expected to follow all school rules and regulations outlined in the student handbook and the adopted Board of Education Student Code of Conduct. Parents of eighteen-year-olds will continue to be consulted in all decisions related to the student's education. Only emancipated persons may make educational decisions without the approval of the parent(s).

## **RULES AND REGULATIONS**

*In the event of any conflict between the provisions in this handbook and Ohio Revised Code, Section 3301.60, the statute shall prevail.*

### **RULES AND REGULATIONS**

Quality education prospers when an atmosphere of good order and discipline is maintained. Good order and discipline are best thought of as being positive, of helping a student to adjust, of turning unacceptable conduct into acceptable conduct. Order and discipline are largely a matter of morale, classroom atmosphere, and positive interpersonal relationships. Successful and continued maintenance of these conditions are dependent upon good judgment and compassion by the teacher, understanding and leadership by the administration, and support by the students, parents, and Board of Education.

### **DANGEROUS WEAPONS IN SCHOOL**

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

The definition of a firearm shall include any weapon, or look-a-like (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924), which includes, but is not limited to, any explosive, incendiary, or poisonous gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle, or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle, or to any school-sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with State law.

Students are also prohibited from bringing knives on school property, in a school vehicle, or to any school-sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle. If a student brings a knife on school property, in a school vehicle, or to any school-sponsored activity, the Superintendent may, if authorized by the Board, expel the student from school, with the same expulsion implications as noted above.

The Board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined as, but not limited to, metal knuckles, straight razors, explosives,

noxious irritants or poisonous gases, poisons, drugs, or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents, or community members, may be subject to expulsion. Refer to "Rule 6. Dangerous Weapons and Instruments."

### **DRUG-FREE SCHOOLS**

Unlawful manufacture, distribution, dispensation, possession, or use of any drug, as defined below, is prohibited at any Board-funded event, within or on the property, building, facilities, or vehicles of the District. For purposes of this policy, "drug" is defined as:

1. All "controlled substances" which are designated and prohibited by federal or Ohio statute
2. All chemicals which release toxic vapors, except when used appropriately in the context of an educational course, school program, or employment
3. All alcoholic beverages, including "near beer," which have an alcoholic content, regardless of whether that content is so small as to be exempt from state taxes on alcohol
4. All prescription and patent drugs, except those permitted under Board policy including JHCD (Oral Medication and Medical Procedures)
5. Anabolic steroids
6. Any substance that is a "look-a-like" to any of the above.

This policy prohibits any use of alcohol or drugs as defined above, whether on or off premises, which interferes with performance in school or school-related activities. In addition, any violation of State or Federal laws dealing with alcohol or drugs that occurs within the District is also explicitly prohibited. Refer to "Rule 10. Narcotics, Drugs and Alcohol."

### **GANG INVOLVEMENT/ACTIVITY**

A gang is defined, as "any group not sponsored by the school, possibly of secret and/or exclusive membership whose purpose or practices include the commission of illegal acts, violations of school rules, establishment of territory or 'turf', or any actions that threaten the safety or welfare of others."

The use of hand signals and the presence of apparel, jewelry, accessories, books, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute that denotes membership in a gang creates a clear and present danger of the commission of unlawful acts on school premises, the violation of lawful school regulations or substantial disruption of the orderly operation of the school.

Any student wearing, carrying or displaying gang paraphernalia, making gestures that symbolize gang membership, causing an incident affecting the school attendance of another student, or attempting to create territorial control at any School District facility shall be subject to disciplinary action.

Gang incidents involving recruitment, initiation, hazing, wearing of colors or gang affiliations, intimidation, fighting, assault, or the establishment of turf on school property or at school functions and school-related activities will not be tolerated.

Students who violate any of the provisions noted herein will be subject to disciplinary action including suspension and possible recommendation for expulsion. Students who engage in gang activities may be criminally prosecuted. A student shall not:

- Participate in gang-related activities
- Appear with or wear gang identifications such as attire colors, clothing or jewelry
- Designate boundaries or turf, or belong to any group that designates boundaries or turf
- Participate in hazing, initiation, or recruitment activities
- Deface property with gang graffiti

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

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

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

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

**Harassment, intimidation, or bullying means:**

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

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

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyber bullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall document that the complaint has been received and s/he shall conduct an investigation.

If the investigation finds an instance of harassment, intimidation, and/or bullying/ cyber bullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.



Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated.

Suspected retaliation should be reported in the same manner as aggressive behavior.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

### **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **USE OF COMPUTER RESOURCES**

Computer use in the Mayfield City Schools is encouraged and made available to students for educational purposes. The school retains ownership of all hardware and software purchased by or donated to the schools. The schools reserve the right to inspect, copy, and/or delete all files created or stored on school-owned computers.

- A. Any student use of computers should be directly related to curricular or extra-curricular programs authorized by the Board of Education. If there is any doubt on this point, the student must be able to identify which teacher or advisor has authorized the use in question. For example, computer games would be appropriate only if authorized by a teacher or advisor for a specific group of individuals for a specific program-related purpose.
- B. Files stored on school computers are restricted to school-related assignments only; personal files may not be stored. Students are permitted to use their own flash drives (or) their own personal computers for data storage of their work. Computer users must respect the privacy and ownership of files and documents. Students are not to examine, move, alter or delete any computer files that do not belong to the student, even if the owner has left the file unprotected.

- C. All copyright laws and ownership rights of commercial software must be observed. Students may not make copies of any such software programs. Students may not use non-school software on school equipment without prior approval by a teacher or network administrator.
- D. Computer application programs and system software installed on school computers are configured for general use by a variety of students and staff members. Students shall not alter any setting within operating systems of application programs, and shall not delete any file or knowingly introduce a computer virus to any school program.
- E. Students shall not damage nor vandalize any school hardware or software.
- F. Students may be given assigned disk space for storing personal computer files. School staff members are not responsible for maintaining the integrity of these files. Students' own cd/flash drive may only be inserted in computers designated for this purpose, and subject to a virus scan.
- G. A student may use only his/her own password, as prescribed by the teacher, when using computers. A student may not alter another person's password, files, directories, or programs. A student may not access or attempt to access school or District networks, or student, financial, accounting, or personnel files.
- H. The use of telecommunications equipment is restricted to school related projects/activities, and its use must be supervised by a teacher, aide, adult volunteer, or other person authorized by and working for the school.
- I. No student is permitted without authorization and supervision by school personnel to establish or attempt to establish computer contact with internal or external computer networks, including free or commercial on-line services, or unauthorized databases, using either School District or personal equipment (or their own personal computers while in school).
- J. In some cases, students may participate in a teacher-planned activity that involves access to the Internet. The nature of the Internet makes it impractical to restrict users from accessing all potentially inappropriate sites. In fact, the greatest attribute of the Internet is its ability to locate a wealth of relevant and often unpredicted sources of information. While such an activity would only be permitted under the close supervision of a teacher, students may stumble onto an Internet site that is inappropriate, just as they might find an inappropriate TV program at home while clicking the remote control.
- K. Internet users or students in a position to use the Internet with school equipment (or their own personal computers while in school) must complete an Internet Use Consent Form, signed by the parent/guardian, and such form must be on file in the school prior to Internet use by a student. Internet access passwords will be issued only to those students whose parents agree to their use of the Internet.
- L. Students are expected to follow any guidelines on computer use given them by their teacher. Included in these, at a minimum, will be requirements that the students not use the school's Internet connections for:
  - Commercial advertising
  - Using copyrighted material in reports without permission
  - Accessing or sending files containing pornographic/obscene materials
  - Sending or receiving messages which are a violation of the Student Code of Conduct including harassing/bullying e-mails or other electronic communications
  - Creating and/or placing a virus on the network
  - Revealing personal information, such as, telephone number or address of another person, or obtaining such information about another for the later purposes of harassing or intimidating that person
  - Committing deliberate violations of State or Federal law
  - Using any Internet service in offense of the rules of such service
  - Engaging in software piracy, such as, copying programs without authorization/payment of license fees
- M. Students must respect the capacity limits of available computer systems, and restrict their own use so as not to interfere unfairly with the activity of other users. Examples of capacity limits include: the number of computers in a given area, available disk space, on-line access time, and data transfer over a network.
- N. Students may not use school computers (or their own personal computers while in school) in any inappropriate way. Examples of inappropriate use include, but are not limited to: uploading, downloading, or viewing obscene, vulgar, threatening, or abusive language or materials; any illegal activity; any commercial transactions; any activity that violates another user's privacy, including use of or disclosure of another's password, address, phone number, or social security number.

- O. Computers are located in a variety of educational settings in the schools, including classrooms, computer labs, libraries, and media centers. In each area, any special rules governing computer use will be posted and must be followed, along with the guidelines listed above.
- P. Violations of these guidelines shall result in loss of privileges to use District computer equipment and other disciplinary action, up to and including suspension and expulsion. In addition, students will be assessed charges for deliberate damage to hardware or software.

This policy applies to computer use in both structured and unstructured settings. In the classroom or teacher-directed lab setting, students may not use the computer for any purpose that is not directly related to the assigned activity for the session.

If the student is using district computer resources (or their own personal computers while in school) outside of class, it is his/her responsibility to understand and follow the guidelines as stated in the Board Policy for Use of Computer Resources.

Students who violate the rules and regulations stated in this policy are subject to disciplinary action.

\*Board policy 7540.03 (Student Acceptable Use Policy) is available on district's website.

### **ATTENDANCE**

Attendance in school is usually reflected in a student's grades and achievement. Students should be in school on a regular basis. There are times, however, when absence is necessary because of illness, home problems, etc. Parents should notify your child's teacher.

Students are expected to attend school regularly. Attendance in school is often reflected in a student's grades and achievement. Many studies show that chronically absent students are less likely to be readers in the early grades and less likely to graduate.

House Bill 410 aims to encourage and support a preventative approach to excessive absence and truancy. The district will work to partner with parents to identify and redirect barriers to regular school attendance. The law defines excessive absence as a student who is:

- Absent 38 or more hours in a month with or without an excuse, or
- Absent 65 or more hours in a year with or without an excuse.

Within 7 days of your child reaching the number of hours identified, you will receive a letter. The district will need to work with you to develop a truancy intervention plan to prevent truancy in the future.

Further, the law defines habitual truancy as:

- Absent 30 or more consecutive hours without a legitimate excuse
- Absent 42 or more hours in one month without a legitimate excuse
- Absent 72 or more hours in one year without a legitimate excuse.

When a student is habitually truant, the district is now required to assemble an absence intervention team and meet with you to develop an absence intervention plan. Parents are an important member of the team.

The purpose of the team is to identify specific barriers and solutions to attendance. The team will be composed of staff members who are familiar with your child and the programs at school as well as you, the parent. Once the plan is in place, the goal will be to see an improvement in school attendance. If the student refuses to participate in or has failed to make satisfactory progress on the plan within 61 days, the district is required to file a complaint in juvenile court.

Fifteen (15) days of absence from a class for a semester may result in failure to receive credit for the course unless an extension is necessary due to special circumstances. Absences from class are noted on report cards and progress reports.

Circumstances that could result in extension beyond the 15-day limit:

- School related and school-approved activities

- Prolonged illness supported by a physician's statement
- Death in the family
- Exclusions from class or suspensions from school
- Observation of religion
- Emergency reasons presented to the administration

**IMPORTANT:** The purpose of this policy is not to withhold credit but rather to encourage students to attend school regularly in order to receive teacher instructions and to successfully complete their classes.

### **SUSPENSION**

Suspension from school is used as a disciplinary measure when students violate the Student Code of Conduct to various degrees and when the student poses a danger to self or others. After the student has been afforded the right to due process, the administrator may suspend a student from school at his/her discretion.

Upon arrival at the office, the student shall receive a notice clearly stating the violation committed and that he may be suspended if the violation is found to be true. Due process will be followed, and the necessary steps will be taken in the suspension of the student.

Students are permitted to turn in assignments and projects that were assigned prior to the suspension for credit. A student who is suspended is encouraged to complete all work assigned during the period of suspension in order to maintain an understanding of the coursework he/she misses.

A student who is suspended from school cannot be on school property or at any school-sponsored activities or events, home or away. Students are to remain at home during school hours while under suspension.

### **EXPULSION**

If suspension and other methods of correction do not help improve the attitude and/or behavior of a student, or if a student's behavior is severe, the Superintendent may expel him/her from school. Any student who receives a combination of five (5) exclusions and/or suspensions will be required to meet with the principal regarding a possible recommendation for expulsion from CEVEC. The term "Expulsion" shall be understood to mean the exclusion of a student from all school attendance and related activities for a period not to exceed eighty (80) school days.

The Superintendent of Schools may expel any student who displays severe inappropriate conduct or repeatedly violates school rules and regulations for a period not to exceed eighty (80) school days. The Superintendent has the authority to extend an expulsion into the next school year.

After a complete review of the case history, the Superintendent of Schools may require the expelled student to perform community service in conjunction with or in place of suspension or expulsion per Ohio Revised Code 3313.66. Also, any penalty exceeding twenty-six (26) or more days will be accompanied with information on social agencies indicating when and where a student may seek help.

### **OHIO'S EXCLUSION LAW**

According to Ohio law, the State Superintendent of Public Instruction may, for certain offenses, permanently exclude a student from school who is sixteen (16) years of age or older. For further information regarding Ohio's Exclusion Law please refer to HB. 154, (effective July 31, 1992), see sections 2923.122, 2923.12, 2925.03, 2903.01-04, 2903.11, 2903.12, 2907.02, 2907.05 and 2707.12.

## **DUE PROCESS**

All students will be afforded their due process rights, as prescribed by the Ohio Revised Code 3313.66, prior to the administration of any discipline resulting in, suspension, or expulsion.

Students may be prohibited from attending school sponsored events (such as class trips, commencement exercises and proms) without the procedures required for a full suspension or expulsion.

## **JURISDICTION**

School rules and regulations are enforced at all times on school property and off school property at all school sponsored events. They are also enforceable for misconduct that occurs off property owned or controlled by the district but that is connected to activities or incidents that have occurred on property owned or controlled by the district, and for misconduct directed at a district official or employee (or their property) no matter where such misconduct occurs.

## **STUDENT CODE OF CONDUCT**

The Mayfield Board of Education, in compliance with Ohio Revised Code 3313.66, hereby adopts the following Code of Conduct for students attending the Mayfield City Schools:

### **Part I –Rights and Responsibilities**

This Student Code of Conduct meets the intent of the state to adopt a set of rules and regulations designed to maintain order and discipline that is necessary for effective learning and specifies the school's expectations. Students may act, speak, or behave as responsible citizens within a large scope of options. Pupils have a right to reasonable treatment from the school and its employees. The school, in turn, has a right to expect reasonable behavior from students. Freedom carries with it responsibilities for all concerned.

### **Part II – Code of Conduct**

A violation of any rule may result in disciplinary action, including but not limited to detentions, placement in an exclusion room, suspension from school, or expulsion from school. This Code of Conduct applies wherever the school has authority to regulate student conduct: at all school activities wherever and whenever held, at all times, on and off school properties and to and from school.

Students must comply with all rules and regulations included in the student handbook during after-school and extra-curricular activities. Violation of any rules and policies could result in suspension from after-school and extra-curricular activities, the use of bus transportation and/or result in exclusion or suspension from school.

The misconduct of pupils on their way to and from school is within the scope of authority of the school. The student's conduct outside of school hours and off school property which directly relates to, and affects the operation of the school, its discipline, training, and efficiency is within the control of school personnel to such an extent that they may discipline children for such acts of misconduct.

CEVEC and the Mayfield Board of Education do not accept responsibility for any student who becomes injured by failing to abide by the established rules.

### **Rule 1. Inappropriate Behavior and Conduct**

Any action judged by school officials to involve misconduct may result in disciplinary action; including repeated acts of misconduct which when considered individually are lesser offenses but become substantive due to continual recurrence.

### **Rule 2. Fighting /Violence**

A student shall not act or behave in such a way as could cause physical injury to him/herself or to any other person. Fighting in school, on school buses, at school events, or on school property will not be tolerated. Students who fight will be suspended.

Students that expressly videotape a fight or an altercation between other students are in violation of the student code of conduct and are subject to school discipline at the discretion of the administrator. The act of videotaping, posting and/or sharing of these videos creates a substantial disruption to the normal school day which detracts from the educational environment.

Posturing, facing off, or otherwise approaching a student in a threatening/intimidating manner with the intent of initiating a physical altercation could also result in suspension from school.

1<sup>st</sup> offense ..... 3 to 10 days suspension from school

2<sup>nd</sup> offense ..... 5 to 10 days suspension from school & parent conference

3<sup>rd</sup> offense..... 10 days suspension & possible recommendation for expulsion

In addition, a police report may be filed with the appropriate authorities.

Administrative discretion may be used to modify or adjust the consequences based on the student's previous discipline record.

### **Rule 3. Vandalism (damage to school or personal property)**

Students who cause damage to school property shall be subject to disciplinary measures, including suspension and possible recommendation for expulsion. The parent of the student will be financially liable for such damage. Students over eighteen (18) years of age shall be liable for damage they cause. It shall be the policy of the Board to vigorously pursue recovery of all damages from students and parents. Vandalism and disregard for school property will not be tolerated.

### **Rule 4. Theft**

A student shall not take or attempt to take into possession the public property of the school or the personal property of another person. Students are encouraged not to bring anything of value that is not needed for learning to school.

The school is not responsible for personal property. Students are encouraged to report all thefts of personal or school property to the office.

### **Rule 5. Dangerous Weapons and Instruments**

The School will not tolerate the possession of weapons or other devices designed to, or capable of inflicting bodily harm or injury to anyone while on District property, at a school-related event, or while en route to or from school whether on a school bus, walking, or in a private vehicle.

A student shall not possess, handle, transmit or conceal any weapon or instrument capable of harming or offending another person. This prohibition includes, but is not limited to, knives, guns, pepper spray, mace, chemicals, gases, and stun guns. It also encompasses look-alike items.

The Board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined as, but not limited to, metal knuckles, straight razors, explosives, noxious irritants or poisonous gases, poisons, drugs, or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents, or community members, will be subject to expulsion and reported to the appropriate law enforcement authority.

### **Rule 6. Use of Prohibited Devices**

Students are prohibited from using in school any device, instrument, substance, or object knowing it may facilitate a violation of any rule set forth in this code. This prohibition shall include, but is not limited to, substances and equipment that may cause damage to property or persons, and items that cause disruption (such as the use of cell phones, laser pens, lock picks, or other devices that disrupt class, assemblies, or programs).

#### **Use of Cell Phones and Other Electronic Devices**

- Cell phones and other electronic devices used inside the building during the regular school day is at the discretion of building administration and teacher.
- Cell phones and other electronic devices may be on inside the building during the regular school day.
- The use of technological devices for academic purposes or to support academics is left to the discretions of the individual teacher.

Cameras and video recorders are permitted only when required as part of a school assignment. ***Unauthorized use of camera phones, cameras, video equipment or any other recording device for taking pictures of or recording school personnel, students or documents is strictly prohibited.*** Students that expressly videotape a fight or an altercation between other

students are in violation of the student code of conduct and are subject to school discipline at the discretion of the administrator. The act of videotaping, posting and/or sharing of these videos creates a substantial disruption to the normal school day which detracts from the educational environment. This prohibition applies in all situations within the school's jurisdiction.

The district is very concerned about students using electronic devices to take pictures, videotape or to record school employees or other students without their consent. Students who misuse cell phones or other electronic devices will have the item confiscated and may be subject to discipline.

The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.

#### **Rule 7. Profanity and Inappropriate Language or Conduct**

Students are expected to use discretion in their use of language in and around school. Profanity or obscene language in any form will not be tolerated. Students who use profanity in school will be assigned consequences that can include detentions, exclusion, suspension and/or possible recommendation for expulsion. Also, public display of affection (hugging, kissing, or inappropriate touching) is not permitted in school or on school grounds.

#### **Rule 8. Use of Tobacco**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The School prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. The use of electronic cigarettes and/or vape pens is strictly prohibited.

We must, by Federal statute and Board policy, maintain smoke-free buildings in the District. Therefore, students are not permitted to smoke or use any form of tobacco on school property, in school buses, in the school zones next to the building, or at any school-sponsored events away from Mayfield. This includes electronic or water vapor devices.

The penalty for use of tobacco is as follows:

- 1<sup>st</sup> offense ..... 3 days suspension
- 2<sup>nd</sup> offense ..... 5 days suspension
- 3<sup>rd</sup> offense ..... 10 days suspension

Holding a lit cigarette and using tobacco are considered smoking and carry the same penalties. Students who have tobacco in their possession must give it to staff members upon request. Failure to comply with this request can result in additional disciplinary action.

The penalty for possession is as follows:

- 1<sup>st</sup> offense ..... 1 day exclusion
- Subsequent offenses will result in suspension from school.

#### **Information on Senate Bill 218:**

Senate bill 218 gives law enforcement agents the authority to cite juveniles for smoking or possession of tobacco products. Teens, who are seen using, consuming or possessing cigarettes, other tobacco products, or papers used to roll cigarettes may receive the following consequences in addition to school discipline:

- Possible fine of \$100
- Orders to perform community service
- Attend smoking-education classes
- Loss of driving privileges

#### **Rule 9. Narcotics, Drugs, and Alcohol**

A student shall not possess, use, transmit, conceal, sell, offer to sell, or be under the influence of narcotics, drugs, or alcohol. Possession, sale or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment (ORC 3313.752). Narcotics and drugs are defined as follows: any narcotic, drug, medicine, pill, chemical preparation, plant, seed or derivative thereof, of a hallucinogen, barbiturate, or amphetamine nature. These prohibitions shall apply with the same force and effect to counterfeit controlled substances, including substances merely appearing or represented to be controlled substances (look-a-like).

Students using or being involved with alcoholic beverages or illegal drugs on school property, or in possession of drug paraphernalia, in buses transporting students, or at school-sponsored events away from Mayfield will be suspended with a possible recommendation for expulsion. Students selling, transmitting, or concealing a look-alike drug or chemical substance will be subject to school discipline. Students who violate this rule may receive a maximum suspension of ten (10) days and a possible recommendation of expulsion from school. The principal has the option of combining intervention programs and disciplinary actions for first-time offenders.

Mayfield City Schools and CEVEC reserve the right to utilize police dogs to search school lockers and school property without notice to both discourage and prevent violations of District policy, as well as local, state and federal laws regarding narcotics, drugs and alcohol.

#### **Rule 10. Student Hazing**

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

It is the policy of the Board of Education and School District that any type of hazing activity is inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the District shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

#### **Rule 11. Gambling**

Gambling in any form is not permitted at CEVEC. Violation of this rule may result in a minimum of three (3) days exclusion or suspension. Possession of gambling paraphernalia will carry the same penalty (football pools, NCAA pools, dice, cards, etc.). Playing cards can be used for a variety of games that do not involve gambling or betting of any kind. Administrative approval can be granted for these situations.

#### **Rule 12. Falsification of School Work, Identification, Forgery**

Forgery of hall or bus passes and excuses are forms of lying and are a violation of the Student Code of Conduct subject to disciplinary action including detentions, exclusion and suspension. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Cheating on exams, quizzes or any assignment will result in "0" for the exam or assignment. Further cheating in the same grading period will result in failure for the grading period.

#### **Rule 13. False Alarms or Threats (including false fire alarms and bomb threats)**

Any verbal, written or electronic threat by a person to cause damage to a school building or school property, or to harm students or staff is strictly prohibited. Any real threat against another student, staff, or the school (hit list, verifiable threat, and verifiable bomb talk) will result in suspension from school with a possible recommendation for expulsion. Students who engage in causing false alarms are also subject to disciplinary action up to and including expulsion.

#### **Rule 14. Disruption of School**

A student shall not cause material disruption to the carrying on of a normal school day. Actions or manner of dress that interfere with school activities serve to disrupt the educational process and are unacceptable. Some examples of disruption would include unusual dress and appearance, setting fires, false 911 emergency calls, strikes and walkouts, verbal/electronic statements that substantially interfere with the normal school day, the impeding of free traffic to or within the school, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.



**Rule 15. Out-of-Bounds**

Students who are in an unassigned section of the building (areas where the student is not scheduled, such as outside the building without permission (such as in the parking lot, in the rear of the building) will be considered out of bounds.

The penalty for being out of bounds is as follows:

- 1<sup>st</sup> offense ..... 1 day exclusion
- 2<sup>nd</sup> offense ..... 2 days exclusion
- 3<sup>rd</sup> offense ..... Suspension and parent conference

**Rule 16. Assault (physical or threatened)**

No student shall knowingly cause any other person to believe that (the offender) will cause physical harm to his/her person or property. Students who assault others will be suspended for a maximum of ten (10) days with a possible recommendation for expulsion. In addition, a police report may be filed with the appropriate authorities.

**Rule 17. Insubordination**

Students are expected to show respect to all school employees in the building, on school grounds, and at any school related activities. A student shall comply with reasonable directives of all authorized school personnel. Repeated violations of any minor rule, directive, or discipline procedure shall also constitute insubordination. Any slanderous, obscene comment (including profanity), gesture, or threat directed at any staff member is considered a serious matter and may result in exclusion or suspension (maximum ten days). Also, this behavior can result in a recommendation to the Superintendent of Schools for expulsion from school.

**Rule 18. Harassment, Intimidation, Bullying**

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

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

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

**Harassment, intimidation, or bullying means:**

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

B. violence within a dating relationship.

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

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s)

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall document that the complaint has been received and s/he shall conduct an investigation.

If the investigation finds an instance of harassment, intimidation, and/or bullying/ cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

### **LEAVING SCHOOL/WORKSITE DURING THE SCHOOL DAY**

CEVEC has a closed campus. No student may leave school at any time without permission to go home from a parent or guardian. A student leaving without permission is considered truant for the portion of the day that he/she is not in the building and is subject to disciplinary action under Rule 1 of the Student Code of Conduct.

### **CEVEC DRESS CODE**

CEVEC's mission is to teach young adults how to be successful in the world of work. One adjustment that all workers must make is that of dressing for the job. We believe that the best time to learn that lesson is now, while the student is still in school.

Students attending CEVEC, CEVEC's Training Sites, or any other CEVEC Work Related function may be required to follow the minimum dress code standards. Students not following the dress code may have their grade reduced, and/or face disciplinary actions.

During the first week of class, each team at CEVEC will review the dress codes for the community training sites. Usually this includes no blue jean pants or open-toed shoes.

### CEVEC's Dress Code Standards for Job Sites

- ◆ Pants that are not baggy or sag excessively.
- ◆ Belts to be worn with pants that are loose.
- ◆ Shoes with toe covering (no open toe shoes).
- ◆ Skirts that are not excessively short.
- ◆ No sweatpants (unless medically necessary).
- ◆ No Shorts
- ◆ No Elaborate Jewelry (it must be insignificant & work appropriate)
- ◆ Hats/Bandanas/Headgear removed upon entering CEVEC.
- ◆ Shirts with sleeves.
- ◆ Shirts must cover the entire waist area.
- ◆ Shirts/Jewelry not promoting alcohol/drug use.
- ◆ No see-thru (sheer) clothing.

### **DRIVING PRIVILEGES**

**State Law HB 204**, enacted in May 1990, requires the Superintendent of Schools to notify the Ohio Bureau of Motor Vehicles whenever a student of compulsory school age has:

- ◆ Been absent (unexcused) for ten (10) consecutive school days or fifteen (15) total school days
- ◆ Withdrawn from school under circumstances which are not considered legitimate
- ◆ Been suspended or expelled from school as a result of substance abuse

The Ohio Bureau of Motor Vehicles will then notify the student of the immediate suspension of his driver's license or his right to apply for a driver's license (temporary permit). Suspension of driving privileges remain in effect until the child attains eighteen (18) years of age or until reinstated for a reason described by the law.

The parking lots are provided for students and staff who drive to school. All student drivers must register their vehicles and secure a parking permit through the main office. A car sticker will be issued upon satisfactory completion of the application and must be displayed in the front window of the vehicle. Requirements for student drivers are as follows:

1. The driver must possess a driver's license.
2. The driver must have permission from his/her parent(s) to drive.
3. The school should have a registration form on file for each student and for each automobile driven to school.
4. The District requires student drivers to comply with all state motor vehicle laws, including the law requiring the carrying of automobile insurance.
5. Students who choose to request a parking permit give school officials consent to search their vehicles while on school property.

Each student who has permission to drive to school will be issued a parking permit for each automobile driven to school. Permits can be obtained in the main office.

### **RESTROOMS**

Loitering is not permitted under any circumstance. Students found in the lavatories without permission will be issued two (2) detentions or may, by administrator discretion, be considered out-of-bounds. No more than one (1) person may be in a stall at the same time.

## **SEARCHES OF STUDENTS AND PERSONAL ITEMS**

(Book bags, briefcases, purses, pockets, items containing data or memory such as cell phones, computers, electronic date books and vehicles)

Students have a right to be secure in their persons and possessions from unlawful searches and seizures. However, school officials have the right to search a student or any student's possessions if such official has reasonable suspicion that such a search will find any object or thing which violates the law or school regulations. If the student is asked to voluntarily acknowledge the item or thing or to cooperate with the search and refuses, the student may be detained by school officials and appropriate law enforcement officials contacted. Such refusal to cooperate with the search may also subject the student to school disciplinary procedures for failure to cooperate.

**Vehicles:** Students who exercise the privilege of driving, riding, or parking a private vehicle on school property are subject to a search of that vehicle upon reasonable suspicion that the vehicle contains unlawful material or material which violates school regulations. Refusal to cooperate with such a search will result in denial of driving privileges, possible reports to law enforcement official and school disciplinary procedures. MCSD may use video surveillance on all parking lots and external entrances as part of the district safety plan. Activity occurring in these areas may be recorded and used in school/police investigations.

**Lockers:** Students are advised that lockers are the property of the Mayfield City School District and are subject to inspection by school personnel. Students are responsible for any and all contents found in their lockers and will be held responsible for any violations of school rules that occur in their assigned locker.

No person is permitted to share a locker without the written permission of the administration, and sharing a locker does not excuse either student from being responsible for the contents within the locker at all times.

The Board of Education has adopted O.R.C 3313.20 (B) (1) (b) as its locker search policy allowing principals within the district or their designees to conduct searches of lockers at any time even in the absence of reasonable suspicion that the search may yield unlawful material or material that violates school regulations.

## **MAYFIELD CITY SCHOOL DISTRICT MEDIA RELEASE**

Throughout the school year, students' names, photographs, artwork and/or comments appear in various media. These images are used for educational or publicity purposes for Mayfield City Schools. Parents are asked to sign a release form granting permission for images and comments to appear in a variety of forms, including, but not limited to magazines, newspapers, books, brochures, newsletters, television, videotape, advertisements, photographs, web sites, and media sources. In signing the release form, parents waive all rights to inspect and/or approve copy or voice-over commentary that may be used in conjunction with the visual images and the uses to which they may be applied. In addition, parents acknowledge that the visual images, comments and/or reproduced art work shall become the exclusive property of the Mayfield City School District.

## **STUDENTS WITH DISABILITIES**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act are federal laws which prohibits discrimination against persons with disabilities. The law provides:

No otherwise qualified individual with a disability. . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. . . .

29 USC § 794

One of the principal purposes of Section 504 is to ensure that students with disabilities are not denied access to educational facilities, programs, and opportunities on the basis of their disability.

For a student to have a disability which may be protected under this law, he or she must: (1) have a mental or physical

impairment, (2) which substantially limits, (3) one or more major life activities. For a student to be considered an "eligible student" under Section 504, all three criteria must be fulfilled.

Under Section 504, schools that receive federal funds may not discriminate against eligible students with disabilities. Section 504 also protects students who have a record of a disability, and students who are regarded as having a disability. Discrimination against students in either category is prohibited under Section 504.

Section 504 requires the District to provide a free appropriate public education ("FAPE") to each eligible student who has a physical or mental impairment which substantially limits a major life activity. Under Section 504, FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of non-disabled students are met and in accordance with Section 504 requirements pertaining to educational setting, evaluation, placement, and procedural safeguards. The FAPE obligation extends to all students described in this paragraph, regardless of the nature or severity of their disability.

### **POLICY STATEMENT**

The District shall not discriminate against any student having a disability, a record of having had a disability, or who is otherwise regarded as having a disability. The District shall also, as required by law, attempt to locate and identify each

student within the District's jurisdiction who may be an eligible student under Section 504. The District shall evaluate each student identified under Section 504 and provide each eligible student with a FAPE as defined by law.

The District also shall not discriminate against persons based upon any other legally-protected characteristic. Other District publications and policy documents should be consulted to obtain details of those prohibitions, and the means by which an internal complaint or grievance concerning any type of discrimination may be filed.

### **GRIEVANCE PROCEDURE**

Any person who believes they have been discriminated against by the District on the basis of disability or who believes the District otherwise violated Section 504 and/or Title II of the Americans with Disabilities Act of 1990 has the right to file a complaint through the District's grievance procedure. A person who wishes to file a complaint should contact:

Director of Student Services  
1101 SOM Center  
Mayfield Heights, OH 44124  
440-995-7241

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