

Miles Park School

2023-24

Parent/Guardian Handbook

Cleveland Metropolitan School District

“Learners Today...Leaders Tomorrow!”

Mrs. T. Taylor-Ivory, Principal

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Website: Clevelandmetroschools.org/milespark

4090 East 93rd Street

Cleve., OH 44105

216-838-4450 (OFFICE)



WELCOME!

On behalf of Miles Park administration, faculty and staff we would like to welcome you and your student(s) to our wonderful school! Over the years, educational research has shown that the parent support of a student makes a tremendous difference on how successful he/she will be in school and life. This handbook is intended to provide you with important information that is needed during the course of the school year. If there is anything that you need additional information on, please do not hesitate to contact a building administrator. We welcome your involvement in your child's educational process.



REGISTRATION PROCEDURES

Currently, all regular education students may register at any CMSD school of their choice. The building secretary will be responsible for assisting any parents with either new enrollment or a relocation enrollment of a student. At the time of enrollment, it will expedite the process if you have some or all of the following items in your possession:

- Rent/mortgage deed
- Utility bill (water, electric, gas not cell phone)
- Immunization record (for each student enrolled)
- Report Card (from previous school)If you have a student with special needs (Special Education), you must report to 1111 E. Superior Ave., Office of Special Education, to enroll your student.

HOURS OF OPERATION

School Hours 8:35 am-3:05 pm

Office Hours: 7:30 am-3:30 pm



IMPORTANT NUMBERS

Special Education= 216-838-7733

Student Registration= 216-838-5437

Transportation= 216-838-4287 (4BUS)

ATTENDANCE

- Students between the ages of 6-18 shall attend school every day throughout the school year
- Parent/Guardian(s) should encourage their student to attend school on a regular basis, provide the school with a written explanation in the event there is a student absence, meet with student's teachers to receive and submit all missed work
- Excused Absences are defined as: personal illness, illness in the family, quarantine of the home, death of a relative, observance of religious holiday, medical/dental appointment, college visit, CEO's judgment, emergency circumstances (all other absences are considered UNEXCUSED)
- Teachers may provide work for students who have "UNEXCUSED" absences; parents are encouraged to speak with the teacher(s) directly for this request
- Students with severe health impairments may qualify for home instruction (contact SPED Dept.)
- Making up class work, homework, quizzes/tests when a student is absent is essential!

Metro Health School Program

We are pleased to announce the weekly visit from the mobile Metro Health clinic at Miles Park. This service will begin in the fall and continue throughout the rest of the school year. The Metro Health van will be stationed in the parking lot.



ARRIVAL/DISMISSAL

-Students should arrive at 8:10 a.m. and report directly to the cafeteria for breakfast

-K-4th graders must remain in the CAFETERIA until their teacher comes to pick them up

-5th-8th graders must remain in the GYM until their teacher comes to pick them up

****At no time will a student be permitted to walk through the building prior to the start of the school day!**

Students who arrive after 8:45 am are considered tardy and must sign in to the office to receive a pass to class!

Excessive tardies will warrant a phone call home with a written warning and/or a home visit from the Say YES! Coordinator/ Attendance Liaison.

-once a student arrives on school property, that student must remain on school grounds, otherwise the student will be considered TRUANT from school and could face serious consequences from the 4th district Cleveland Police Department.

DISMISSAL PROCEDURE

****Pre-K (Rm. #115) and Kindergarten (#116/#117) all dismiss from their rooms with a sign-out log!****

- 1. Kindergarten Yellow Bus Riders (GYM)= 2:55 pm w/ Adult Supervision**
- 2. 1st-8th gr. Yellow Bus Riders (GYM)= 2:55 pm**
- 3. Car Riders/Day Care Vans (Main Entrance)= 2:57 pm**
- 4. Walkers/RTA (Harvard Rd. Entrance)= 3:00 pm**

***Parents, we ask that you make every effort to schedule doctor's appointments after school hours, every minute of instruction that a student misses will have a direct impact on his/her educational plan!**



PARENT VISITATION

As our focus is on the academic success of each student at Miles Park, we ask that parents schedule times to meet with their student's teacher(s). Each Grade Level/ESP teacher is available for conferences on Tuesday in the afternoon. In order to avoid any interruption of the instructional day, please leave any forgotten items with the name of the student and his/her homeroom number and the items will be delivered to your student at an appropriate time. We encourage all parents to visit with their student's teachers as much as possible; however, in order for the conference to be effective the teacher should be given 24-hrs. Notice to prepare and serve your needs on an individual basis. At no time during the instructional period will parents be allowed to speak with a teacher.

EARLY RELEASE OF STUDENTS

Although we understand that there may be emergencies from time to time, every effort will be made to maintain an instructional atmosphere in the building until dismissal time. All students will be in a core class (ex. ELA, Math, Social Studies, Science) at the end of the day

and it is essential that they receive the full instructional period. Parents, if you must have your child released early the following procedures should be done:

- ❖ Provide a written note to teacher or call the main office.
- ❖ Report to Security Officer and they will direct you to the secretarial staff.
- ❖ Inform the Main Office staff of the reason for your visit.
- ❖ Main Office will send for the student.
- ❖ Be seated and wait for the student to be escorted to the Main Office.
- ❖ Sign your student out on the “Early Dismissal” log.

COMMUNICATION PROTOCOL

At Miles Park there are multiple ways to communicate with your student’s teacher.

-Friday folder

-phone calls/texts/emails/Schoology and SeeSaw messages

****The Official scheduled times for parent/teacher communication are as follows:**

Open House, Parent/Teacher Conferences, Curriculum Nights

EMERGENCY SCHOOL CLOSING

CMSD has a phone system that will call each family’s home in the event of inclement weather or emergency situations due to technical problems at the school. Along with the call, on all major news stations there will be information regarding any school closures as well as on the district website.

ACADEMIC ENVIRONMENT

One of the most important things that we all must remember as partners in your student’s education is that the building environment should be conducive for learning. In other words, there should be minimal disruptions during the school day that distract students from focusing on their lessons. Parents, if your student has informed you of a reason that he/she feels that they cannot learn or concentrate in school, please contact a building administrator right away so that we can address the situation immediately. It is our belief at Miles Park that every student can and will learn free from any distractions.



STUDENT ASSESSMENT

K, 1ST, 2ND= O.D.E., KRAL, NWEA, bi-weekly ODE Checkpoints

3rd-8th gr. = NWEA, O.S.T., bi-weekly ODE Checkpoints

STUDENT PROMOTION

The promotion of each student is determined individually. The decision to promote a student or to retain a student in a grade may be made on the basis of a student's reading grade, mental ability, age, physical maturity, emotional and social development, social issues, home conditions, and grade average. Additional information on student promotion and retention, based on performance on the third-grade state English language arts assessment, may be found in the District's Board Policy, under the Promotion and Retention of Students section.



CELLPHONE/ELECTRONIC DEVICE POLICY

Cellphones/Electronic Devices (I-pods, I-pads etc.) are allowed on school property under these perimeters (subject to change) :

***Collected by homeroom teacher before the beginning of the instructional class period.**

***Communicate with a student's immediate family under the supervision of an authorized staff member or building administrator.**

***Within the documentation of the student's IEP/504 with supportive documentation from the student's physician.**

These devices should not be used, seen or heard throughout the school day with the exception of the rules listed above. **Violations of this policy are listed below.**

1st Offense=Verbal Reprimand

2nd Offense=Teacher/Administration confiscation and return at end of class

3rd Offense= Teacher/Administration confiscation and return at end of the school day

4th Offense=Written notification to student's parent by Administration

5th Offense=Administration confiscation until parent retrieves item

***Repeated violators will subject a student to further disciplinary action including but not limited to suspension and/or expulsion according to the CMSD Student Code of Conduct (Level II-Q).**

****Refusal to surrender cell phone/electronic device may result in (Level II-I) Suspension!****

HOMEWORK POLICY

Miles Park students will have homework Mon.-Thurs. every week with the exception of long term projects that may require work to be completed over the weekend or holiday breaks. These are some suggested ways to assist your student with his/her homework:

- Establish homework expectations with your student
- Provide a quiet place for your student to complete their homework (no TV, cellphone or games)
- Show an interest in your student's homework
- Give your student a short break from his/her work
- Encourage him/her to ask questions the next day if they run into difficulty completing assignments

Suggested Level of Parent Involvement with Homework

K-3rd graders= 100%

4th and 5th graders= 80%

6th-8th graders= 70%



SCHOOL SUPPLIES

CMSD will provide each student with supplies at the beginning of the school year. Afterwards, it is suggested that each student re-stock their school supplies at the end of the Marking Period/Report Card time.

EMERGENCY CARD INFORMATION

Every quarter parents are going to be required to submit **CURRENT** information for emergency purposes. Our goal at Miles Park is to ensure the safe coming and goings of each one of our

students on a daily basis. In order to do this we are asking for your cooperation in listing precise, CURRENT information on the emergency forms. If there is a custody issue, the office MUST be provided with the legal documentation in order to prohibit certain people from picking up a student. If there is any concern, building administrators will make every effort to ensure that the person wanting to pick-up a student has the authorization of you the parent. We would prefer for you to PUT IT IN WRITING; however, as situations occur we will not release the student until a building administrator has spoken directly with the parent/guardian of record.



DRESS CODE POLICY

CMUSD believes that students can wear regular clothing that is appropriate for a positive learning environment, while keeping the ideas of safety, discipline and school unity in mind. Therefore, Miles Park School will enforce the district decision to enforce dress code.

SAFETY DRILLS

There will be state required fire, tornado and lock-down drills performed throughout the school year at Miles Park. Miles Park School has a safety plan in place that involves constant teacher supervision of students. The school goes to a safe location and has emergency services alerted. We request that in an emergency parents do not come to school to pick your student up until asked to do so by emergency personnel. In these cases as every day, the student will only be released to the authorized person on the card.

We ask for all parents to cooperate fully in an emergency knowing that your students are safe and that every measure to ensure that they return home to you is the district and Miles Park goal.

COMMUNICABLE DISEASES/MEDICATION

It is essential that current, emergency information remain on file for students. Although faculty and staff have a responsibility to report any injury of a student, building administrators must have contact information to notify parents of any serious injury or medical emergency.

Parents will be asked to pick their student up from school if he/she has the following health concerns:

-Lice, Bedbugs

-COVID-19/Flu-like symptoms

-Pink Eye

-Ringworms, pinworms

-Scabies

-Chicken Pox, Impetigo

-Strep throat



MEDICATIONS

Students are **NOT** permitted to carry or administer medication to themselves during the school day. This includes asthma inhalers, EPI-pens and insulin (liquid or tablet form). If a student must take a prescription medication; **it MUST BE given in ORIGINAL PACKAGE, labeled with the name of the student, medication name and exact dosage and hand deliver this to the secretary in the main office. AT NO TIME WILL SCHOOL PERSONNEL ADMINISTER NON-PRESCRIPTION MEDICATION TO A STUDENT.**

STUDENT CODE OF CONDUCT

Each student will be provided with a book that reviews his/her rights as a student in the Cleveland Metropolitan School District. Each student will be required to sign a form indicating that they have read and received such a book or participated in the school assembly. This process will take place quarterly and be reviewed by a building administrator.

When a student is experiencing difficulty in adjusting to the school program the school will attempt to help the student improve his/her behavior by:

-identifying the problem

-working with the parent of the student; conducting peer mediation meetings

-using available school/community resources to resolve the problem

-instituting appropriate disciplinary actions

CMSD Code of Conduct (see Section XX in the **CMSD Student Code of Conduct** book for more detail on this subject)

I. Level I Offenses (range from possession of tobacco products to posting or distributing materials on school property that causes a disruption to the educational process)

***Consequences possible**-teacher conference, right of removal, parent contact, detention, planning center visit, and/or behavior contract

II. Level II Offenses (range from chronic violations of Level I offenses, FIGHTING, INTENTIONAL INTERRUPTION OF CLASSROOM/SCHOOL, FAILURE TO COMPLY WITH REASONABLE DIRECTIVES OF SCHOOL PERSONNEL... to repeated violations of the dress code policy)

***Consequences possible**- parent contact, referral to SST, planning center visit, behavior contract, suspension not to exceed 5 days

III. Level III Offenses (range from using or bringing weapons to school to bullying a peer)

***Consequences possible**- parent contact, any consequence used in Level I or II offenses as well as suspension not to exceed 10 days and possible recommendation for expulsion

IV. Level IV Offenses (range from bringing firearms to any act that committed by an adult would be considered illegal) ***Consequences possible**-parent contact, suspension not to exceed 10 days and possible recommendation for expulsion and referral to the Cleveland Police Department for legal action.



CYBER-BULLYING POLICY

Cyber bullying of students or school personnel at any time and at any location by students is prohibited. Cyber bullying is defined as the use of information and communication technologies such as email, cell phone, text messages, instant messaging, defamatory websites and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others. Examples are as follows:

- Posting rumors/racial slurs, making threats and/or discussing threats about a student or school personnel on the web
- Sending an email or instant message that is intimidating or threatening or so numerous as to create an excessive cell phone bill
- Using a camera to take and send embarrassing photos

➤ **Posting misleading or fake photos on websites**

If cyber bullying, as determined by an administrator, has occurred during CMSD school hours all District Safety and Security are alerted and the disciplinary action that may occur follows a Level III in the CMSD Student Code of Conduct book. In addition, the student may be subject to lose their One-2-One device issued by CMSD.

PHOTOGRAPHY/VIDEOTAPING

CMSD authorizes the use of video cameras on school property and transportation vehicles to ensure the health, wealth and safety of all staff, students and visitors to the CMSD schools or property. Video recordings may become a part of a student's educational record. The District shall comply with all state and federal laws related to record maintenance and retention of such equipment in the use of any legal investigation.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The family educational rights and privacy act affords parents (of students under 18) and students over 18 years of age certain rights with respect to the student's education records, which are paraphrased below:

- ✓ Right to review and inspect student's educational records within 45 days of the day the district receives a request for access.
- ✓ Right to request an amendment of the student's educational record that the parent or eligible student believes is inaccurate or misleading.
- ✓ Right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.
- ✓ Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning any alleged failure by the district to comply with the requirements of FERPA.

LOST AND FOUND ARTICLES

If a student has lost any article or clothing or school supply he/she should go look in the lost and found box located next to the cafeteria doors. If the article was believed to have been taken without permission, the student should seek out a building administrator and be prepared to provide details of the event. The exception to this policy is for electronic devices.

CMSD and its employees will not be liable for loss, stolen or damaged cell phones/personal electronic devices which are confiscated. Parents of younger students please have your student inform their teacher of the missing item and the teacher will inform building administration. At the end of the quarter, the lost and found box is emptied out and donations made to local clothing banks.



FIELD TRIPS

Miles Park faculty and staff are encouraged to take students on field trips that provide educational enrichment in a diverse setting. Every field trip that a student is invited to participate in he/she should be provided a written, standard field trip form for a parent/guardian to complete. If the student does not return the form, the faculty member will make arrangements for your student to remain in the Planning Center. This is done for the safety of all parties as a student should not be out of the building without the express permission of his/her parent/guardian.

CLASSROOM PARTIES/CELEBRATIONS

Miles Park administration encourages various types of celebrations, under close supervision. However, we ask parents not to send birthday or other party invitations to be distributed in the class unless the entire room is included. In some classrooms, teachers will make arrangements for the parent/guardian to bring in treats for the class. We ask that there is enough for each student in the class to receive a treat, otherwise please refrain from bringing in birthday treats. **Additionally, many students have food allergies that can be potentially deadly, due to this fact we ask that all treats be "nut and chocolate" FREE!**



EXTRA-CURRICULAR ACTIVITIES

In order for students in grades 6th-8th to participate in extra-curricular activities, they are required to maintain a 1.0 grade point average based off of the most recent student report card that was issued. Any student that is **NOT PRESENT** in school the same day of an athletic event will **NOT BE PERMITTED** to participate in the sporting event that day.

MENTAL HEALTH SERVICES

Currently, Miles Park partners with Applewood to provide mental health services to students in need. If you feel your student may benefit from this service, please come in to discuss this with an administrator/Say YES! Coordinator and pick-up a form to submit for an initial consultation with one of the social workers from Applewood. If your student is currently receiving mental health services elsewhere, he/she will not be eligible to receive them at the school due to the insurance policies of Applewood.

INTIMIDATION/BULLYING

In this day and age of school violence, Miles Park building administrators have taken a strong, assertive stance against bullying! This means that if a student is suspected of bullying others, he/she will have to meet with administration, parents and families to determine the root cause. Every incidence of bullying is taken seriously and should not be ignored. If your student indicates to you that he/she has been threatened, intimidated or harassed more than once by one or more individuals, a full scale security investigation will be done. We believe that every student at Miles Park School deserves to receive a quality education free from fear of personal safety. If a student is found guilty of bullying, he/she will be subjected to serious disciplinary action including, but not limited to suspension, expulsion and possible legal action. In the state of Ohio, bullying is a CRIME! Parents, please inform administration as soon as you hear of anything that may resemble bullying behavior. Thank you!

MOVING OUT OF DISTRICT

If your family is moving, please notify the school one week prior to the student's departure. This will ensure that all materials have returned to faculty members and the appropriate records have been prepared to forward to the next school of record. ALL CMSD electronic devices MUST BE RETURNED in order for your student to complete the withdrawal process.



VOLUNTEERS FOR CLASSROOM

Miles Park has been and will continue to be a school that is fully engaged in the volunteer concept. The **BUILDING PRINCIPAL** makes the **FINAL** determination as to whether or not a parent is permitted to participate in field trips/school-wide activities at Miles Park. If you are interested in volunteering, we welcome you to speak with a member of the Student Parent

Organization at the school. Per CMSD, all volunteers/field trip chaperones must clear a BCI fingerprint screening prior to be allowed to work with the students.

Non-Discrimination Notice

Cleveland Metropolitan School District along with Miles Park School does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the District's non-discrimination policies should be directed to Chief Legal Counsel, CMSD Law Department, 1111 Superior Ave E, Suite 1800, Cleveland, Ohio 44114, 216-838-0070.