

**Cuyahoga Heights
School District**

**STAFF HANDBOOK
2021-2022**

District-wide Information



BEST

Building on Excellence and Success Together

Mission

The mission of the Cuyahoga Heights Schools is to provide a safe, secure, and nurturing learning environment that graduates students who are college and career ready, are critical thinkers, are culturally aware, and are prepared to be successful citizens of the 21st century.

Vision

Empowering students to reach new HEIGHTS.

Beliefs

We believe that each student can learn and achieve, has different needs that must be met, will graduate college and career ready, and will be prepared to be successful and contributing citizens.

We believe that each student can learn and achieve, has different needs that must be met, will graduate college and career ready, and will be prepared to be successful and contributing citizens.

We believe that instructional and support staff must appreciate and understand the needs of each student while being masters of their fields of study.

We believe that District leadership must demonstrate the vision, guidance, and ability to overcome the challenges of successfully educating each student.

We believe that our schools are the heart and foundation of our communities: Brooklyn Heights, Cuyahoga Heights, and Valley View.

We believe that we should increase and enhance our local business partnerships to mutually share insights, internships, and resources.

We believe that 21st century knowledge and use of technology is an essential life skill in school, at home, and in the workplace.

DISTRICT EMPLOYEE INFORMATION

This handbook is designed to provide guidance to assist our employees in navigating the many functions of our School District. This is a working document and will be modified as necessary.

A. Employee Payroll Deductions, COBRA, Physical Exams, Certification Procedures, Continuing Contract (Tenure) Eligibility

1. The Treasurer of the Board of Education will deduct from the payroll the following:
 - a. Employee's Retirement

See negotiated agreement for details.

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- b. Withholding Tax – Federal

All staff members are requested to file a new copy of the United States Internal Revenue Withholding Tax Form W4, if they have **any changes since filing the previous form**. Changes affecting federal withholding tax are: dependents, births, marriage, death, and a financial change for the individual.

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- c. Medicare Tax

1.45% of salary deducted for Medicare for all employees hired after March 31, 1986.

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- d. Ohio State Income Tax

Form IT4 must be filed after your initial hire only if you have any changes in your withholding status.

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- e. Cuyahoga Heights Village Income Tax — 2.5%

Each employee who does not reside in Cuyahoga Heights should check income tax requirements of his/her own individual community as they may have an additional tax obligation.

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- f. Credit Union

(Employee Choice) Changes for Credit Union deductions can be made at any time during the year. Contact Emerald Community Credit Union at 216-581-5581.

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- g. Direct Deposit of Payroll Checks

Direct deposit is **required for all staff**. Notifications are emailed to school email address.

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- h. Tax Sheltered Annuities [Contact the Treasurer's Office for further information.]

2. COBRA (Consolidated Omnibus Budget Reconciliation Act of 1986)

Upon loss of benefits for qualifying reasons, federal law requires the Board of Education to give you and your dependents the opportunity to receive the same options for health care benefits that you currently have at the group rate. The employee or dependent is responsible for the total monthly premium plus 2% administrative costs, payable before the 1st day of each month. [Contact the Treasurer's Office for further details.]

3. Injury on the Job

Medical costs incurred from injuries on the job are covered by Ohio Workers' Compensation. Please report the incident to your Building Principal or supervisor immediately and complete an injury/accident form. These forms are in your Building Principal's Office, the Treasurer's Office, and the Superintendent's Office.

If you are sent to a hospital or visit a physician's office, you must inform the provider that it is a Workers' Compensation claim.

4. Teacher Licensure

It is the responsibility of each teacher to make sure that he or she is properly licensed to teach the subjects included in his/her teaching assignment. Refer licensure questions to the Superintendent's Secretary or a member of the Local Professional Development Committee. All teachers must develop and implement an **Individual Professional Development Plan (IPDP)**. **It is suggested that applications for renewal of teaching licenses be made early—up to 6 months in advance.** The original teaching license and transcripts must be filed with the Treasurer.

Note: Effective January 1, 2014, all licensure applications **must be completed online via the OHID site**. Per our LPDC, the following items should be completed before beginning the online renewal process:

- Have a current and approved IPDP.
- Have all relevant coursework submitted, documented and approved online.
- Create an OHID account and have log-in information to access your OHID account.
- Have a current fingerprint check.
- Have a credit card available for online payment.

The State Auditor has required Boards of Education to adhere to the following O.R.C. 3319.30 and 3319.36:

- Renewal License

Teachers **cannot be paid** without a current license on file with the Treasurer, if the license is a **renewal** under which the teacher is teaching.

- First License (for new teachers)

A teacher **may be paid** without a license being filed with the Treasurer for up to 60 days, if an application for the license has been initiated with the State Department of Education and if this is the teacher's **initial employment**.

5. Continuing Contract (Tenure)

A continuing contract may be entered into by the Board of Education with a teacher who:

- a. holds an Ohio professional or permanent certificate or license (resident educator license not applicable);
- b. has taught three years in the District or served for two years in the District after have attained continuing contract status elsewhere; and
- c. has a Master's degree or Bachelor's degree with 30 semester hours.

Teachers who will meet all legal qualifications and will become eligible for a continuing contract before the first regular Board meeting in May should:

- a. send letter to the Building Principal/supervisor and Superintendent by September 15, indicating their eligibility for tenure by the first Board meeting in May that school year; and
- b. submit to the Superintendent's Office the following items as soon as possible:
 - i. copy of professional educator license (resident educator license not applicable); and
 - ii. letter indicating fulfillment of educational requirements of Master's degree or BA+30, with official transcripts attached, indicating the applicable coursework and receipt of a Master's degree.

For more specific details regarding educational requirements for both educator licenses issued prior to January 1, 2011, or after January 1, 2011, contact the Superintendent's Office.

B. Association Dues; Contributions; Health Benefits; Sick Leave Bank; Staff Leaves; Absences; and Salary Information

Please refer to the negotiated agreement for information concerning these topics.

C. Teachers' Hours

The scheduled work day shall be seven (7) hours and thirty (30) minutes starting at 7:15 a.m. and ending at 2:45 p.m. in the High School and Middle School. The scheduled work day in the Elementary School begins at 8:05 a.m. and ends at 3:35 p.m.

D. Teacher Visitations, Conventions, and Conferences

Professional staff members are permitted to attend professional meetings that contribute to the educational program. Refer to your current negotiated agreement for the annual allowable reimbursement amounts. In order to regulate attendance at these meetings, the following procedure shall be used:

1. Application forms to teacher conventions or conferences can be found on the school website under the Treasurer Department/forms. Submit the form to the Building Principal and Assistant Superintendent for approval. The Superintendent, at his discretion, shall have authority to grant such requests without loss of pay, with loss of pay equivalent to the wages paid a substitute teacher, or with full loss of pay.
2. Definite understanding concerning the nature and conditions of the absence must be determined before the staff member leaves to attend such meetings.
3. Turn in the completed Application form and all supporting documents to the Treasurer's Department to initiate a requisition. Once approved, you will receive an email copy of your Purchase Order (PO) and can proceed with registering and making your travel arrangements. Do not use a booking site (like Expedia or Travelocity) that does not allow cancellations. Book directly with the hotel, rental car agency or airline. Do not exceed the expense amount approved on your Purchase Order.
4. In the case of each approved professional leave, the teacher will be reimbursed for the actual cost of registration fees, meals, transportation, conference materials (upon proof of original, itemized receipts), if listed on the approved Purchase Order. Refer to the negotiated agreement for further information.
5. After reserving your lodging arrangements, contact the Treasurer's Department to have the charges moved to the school credit card.

Teachers will be expected to share information with appropriate staff, as outlined by the respective Building Principal.

Officers or delegates to state or national professional association meetings may be excused to attend such meetings. Teachers may be excused to visit other schools when properly cleared by the Superintendent.

For reimbursement of conference expenses, fill out and submit the Professional Conference Expense Form to the Treasurer's Office with original, itemized receipts.

E. Staff Attendance at Funerals

In the event of the death of a CHS employee's spouse, child, or parent, or a CHS student or former student, one to three "volunteer" staff members may be designated to represent the school at the funeral. A teacher committee or CHAT/CHASE designee will designate (with the Building Principal's approval) who may attend. Faculty members who are not "designated" and choose to attend the funeral will be charged with personal leave.

F. Staff Members' Children Visiting CHS

Unless a staff member's child actually attends school here on a daily basis, **employees should not bring their children to school during the workday.** If an emergency exists, permission from the Building Principal must be secured prior to the visit.

G. Technology Supplies & Equipment

All teachers who purchase or order technology software, supplies, or equipment must work in cooperation with the Director of IT. Equipment must be delivered to the Technology Department to be inventoried and tagged before delivery to the appropriate party. Software must be approved prior to purchase to ensure compatibility, alignment to district/building goals, and privacy of student data.

H. Purchasing and Payment Procedures

Purchasing Procedures:

1. A Purchase Order must be generated and signed by the Treasurer **before** an order is placed, a service is performed, or a repair is made.
2. In accordance with Ohio Revised Code, materials, supplies, equipment or services cannot be ordered unless a Purchase Order has been approved and signed by the Treasurer. **Do not place an order until AFTER you have received a Purchase Order, signed by the Treasurer, validating that the appropriate funds are available.**
3. Please adhere to the purchasing and payment guidelines listed below:

FOR STANDARD PURCHASES:

- a. Complete a requisition form, including a description of the requested purchase, the proper account code, and a written estimate, when possible. Make sure to include shipping and handling. Avoid guessing – contact the vendor directly to determine the total cost of your purchase.
- b. If you have a **single item purchase greater than \$3,000**, please fill out a Quote Sheet Form and attach three (3) price quotations to your requisition.

Checkmark which quoted price you are selecting. If the selected quote is not the least expensive quote, list the reason you are choosing it.

- c. Include the vendor's email address and/or fax number on the requisition. Checkmark which method you would like the order to be placed and if you want the attachments sent to the vendor with the Purchase Order.
- d. Turn in your requisition and any supporting documentation to your Building Secretary. (All Athletic Department requisitions should be turned into the Athletic Secretary). He/She will submit your requisition electronically for approval. Once your supervisors and the Treasurer approve your requisition, you will receive an email copy of your Purchase Order.
- e. *NOTE:* If you are using a **new vendor** (and your total purchase is **\$2,500 or less**) request a W-9 from the vendor, fill out a New Vendor Form and attach both to your requisition. Your Building Secretary will forward both to the Treasurer's Department. Once the vendor is checked and added to the system, the Building Secretary will be able to enter your requisition electronically.
- f. **Once you receive a Purchase Order, you can make your purchase.** You are ultimately responsible for placing your order. Even if you selected to have the Purchase Order emailed or faxed to the vendor to place the order electronically, you should contact the vendor to make sure the order is being processed as you intended.

FOR NON-STANDARD PURCHASES:

- a. If you are using a **new vendor** for a purchase **greater than \$2,500** OR if you are using an approved vendor for a purchase **greater than \$5,000**, OR if a **contract is involved** and needs a signature - please plan on additional processing time. These requisitions require approval of the Board of Education.
- b. For **new vendors** with a purchase total **greater than \$2500** - Request a W-9 from the vendor, fill out a New Vendor Form, fill out a requisition, and send all three to the Assistant Treasurer and Treasurer to add to the next Board Agenda for approval. After Board approval, the Treasurer's Department will process your requisition electronically, and you will receive an email copy of your Purchase Order.
- c. For already **approved vendors** with a purchase total **greater than \$5,000**, have your Building Secretary submit your requisition as usual. When the Treasurer receives it electronically to approve, he will add it to the next Board Agenda. After Board approval, the Treasurer's Department will process your requisition electronically, and you will receive an email copy of your Purchase Order.

- d. **Never sign a vendor agreement or contract.** If a **contract** needing a signature is involved, ask your Building Secretary to print you a copy of your submitted requisition so that you can give the requisition and the contract to your Building Administrator. Your Building Administrator will review your contract and requisition and submit them to the **Administrative Assistant to the Superintendent** to add to the next Board Agenda. Once your requisition is approved, the Treasurer will convert it to a Purchase Order, and you will automatically receive an email copy. The Treasurer will also send you a copy of your signed contract, so you can forward it to the vendor.
- e. **Never set up a payment portal on behalf of the school or set a ticket price.** Contact the Treasurer's Department if you have questions on how to set up a streaming event or online sales, for example, or if you need to know what ticket price the Board has approved for your specific event..

FOR PROFESSIONAL CONFERENCES & TUITION REIMBURSEMENT:

- a. Fill out the Application For a Professional Conference Form or the applicable Tuition Form, instead of a requisition form, and turn in to the Treasurer's Department. The Treasurer's Department will submit an electronic requisition for approval. Once approved by your Supervisors and the Treasurer, you will automatically receive an email copy of the Purchase Order.
- b. If you are eligible for clock hours, fill out and turn in the Appendix C-1 form to your administrator, and they will forward the paperwork to payroll. However, if the training/professional development involves any expenses that will need to be paid/reimbursed, you still need to fill out the Application For a Professional Conference Form, as well.

Receiving/Payment Procedures:

- 4. For Payment – an invoice, completed Registration Form, Receipt Reimbursement Form, Professional Conference Expense Form or Tuition Receipt and Grades must be submitted to the Treasurer's Department with the Purchase Order number listed. **The Purchase Order itself will not initiate payment.**
 - a. When the order is delivered, **two (2) people** (the orderer and another witness) must legibly sign the packing slip, verifying the items received match the items listed on the packing slip. If there is no packing slip, write down the vendor, Purchase Order number, type and quantity of items received and use that for your signatures. Your signature verifies you witnessed all items were delivered. **Never sign a packing slip without seeing all the items.** Note any shortages or items on backorder, then forward the signed packing slip to the Treasurer's Office. **Include the Purchase Order number** for the order.
 - b. All invoices must be sent from the vendor directly to the Treasurer's Department. If a vendor sends an invoice to you, tell them to send the invoice to the Treasurer's Department.

- c. If you are turning in a **Professional Conference Expense Form**, only submit for the expenses that were approved and are listed on your Purchase Order. Turn in original, itemized receipts.
- d. If you are turning in your **Tuition Receipt and Grades**, make sure the receipt shows the **cost per class**, not just the overall charge for the semester.
- e. If you are requesting mileage reimbursement, please refer to the Treasurer's Department Administrative Guidelines for Travel/Mileage Reimbursement.
- f. Once the invoice is processed, you will receive a Notification Reminder email from SCVIEW to review and either approve or deny the invoice/payment. **Open the email** to review the payment, do not just click on the attachment.
- g. **Check that the payment amount and the vendor name are correct.** Then click on the attachment to see the full invoice and packing slip.
- h. Click on Approve or Deny.
- i. Your electronic approval means you are verifying the invoice is correct and that services were rendered or items were received to satisfaction and no items were returned.
- j. After you approve the invoice, it is automatically sent to your supervisor for a secondary approval.
- k. All checks will be mailed to the vendors.

5. Depositing Money

The District encourages all student fees and dues to be placed on the student's DASL/PaySchools account, which allows for online payments.

- a. Students/Parents who are paying fees in-person should take all **tuition payments to the Treasurer's Department**. No one should accept tuition payments, except for the Treasurer's Department.
- b. Students/Parents who are paying in person should take all other fee payments to their Building Secretary, who will credit their PaySchools account, issue them a receipt, and turn in the deposit bag to the Treasurer's Office. Teachers and other staff members should not accept any fee/dues payments.
- c. All deposit bags should be counted and signed by two (2) people.
- d. Deposit bags should be brought to the Treasurer's Office, within twenty-four (24) hours.
- e. As determined by the State Auditor, no checks will be accepted that are more than five (5) business days old or post-dated.

- f. **Never leave cash or a deposit in anyone's mailbox.**

6. Activity Advisors

- a. Activity Advisors should work with their student group to fill out the Student Activity Purpose Statement and Budget Forecast and turn it in to their Building Principal by the required deadline for Board approval. This form must be filled out as accurately as possible so that the Treasurer knows how much money to budget for your activity account. List all expenses and revenues you expect to incur for each event including fundraisers and Prom deposits paid in advance, etc. Taking time to fill out the Sales Project Potential Forms for each event is the best way to accurately calculate expected revenues and expenses.
- b. Follow the Purchasing Procedures listed above for any expenses that will be incurred by the Student Activity Group.
- c. If payments for a fundraiser can be made online, contact the Athletic Director to set that up on the school's website through the District's online payment portal.
- d. If payments are being collected in-person, Activity Advisors should be sure that all sums of money belonging to school groups are deposited with the Treasurer within twenty-four (24) hours with a deposit form listing:
 - The name of the student activity group
 - The source of the deposit (e.g., fundraiser name, donor name, dues, etc.)
 - The group's account code
 - A list of each check number, dollar amount, and name on each check
 - The total check and cash amount being deposited.
- e. The individual Student Activity Treasurers should keep a careful accounting of the same, and the Student Activity Treasurers should be accompanied by the Activity Advisor when bringing deposits to the Treasurer's Department.
- f. All ticket sales for Prom or a school dance or play, etc. should be set-up online using the District's ticket payment portal, so please meet with the Athletic Director in advance to have him/her set-up your ticket sales online.

Student activity funds are subject to a State Audit, so sponsors are responsible for being aware of the requirements for handling funds. Questions should be referred to the Treasurer's Office.

7. Cooperative Group Purchasing

We are members of Group Purchasing for office and art supplies. Refer to the Ohio Schools Council Cooperative Purchasing website listing companies and items

involved. Refer to your Building Secretary for purchase of office supplies to utilize our central purchasing program.

8. Grants

As a representative of Cuyahoga Heights Schools, it is encouraged to apply for educational grants. All items purchased with grant money are intended to be used for the students enrolled in this District and are considered property of the District. These items will be stamped/tagged into the District inventory.

I. Acceptable Use Agreement

It is the intent of the School District to provide staff with access to the District network, email, and the Internet, for educational purposes, as outlined in the school's Acceptable Use Agreement. Each employee must sign the acceptable use agreement in FinalForms, agreeing to follow the guidelines, for network access to be provided.

J. Parent-Teacher Organization

Regular general meetings as well as executive board meetings are held periodically throughout the school year. The PTO's monthly newsletter announcing dates and topics of meetings are distributed to all PTO Members and copies are also available in the building offices. Teachers are strongly encouraged to attend PTO meetings.

K. Extra Duty Assignment

Teachers who have an extra duty assignment outside the regular school day may leave the building immediately after buses depart after notifying the office on that day. Examples of these extra duty assignments are the following: athletic activities, orientation programs, open houses, PTO introduction to teachers, plays, and concerts.

L. Home Instruction

Home instruction shall be done by a certified teacher upon approval of the Superintendent.

1. The work must meet the standards of the State Department of Education and be done under the supervision of the local Superintendent.
2. A written plan is developed for students who are physically unable to attend school for ten (10) or more school days.

M. School Closing Announcement Plan

The information below describes the school closing plan to be used in the event such action becomes necessary due to severe weather or for other emergency reasons.

The following are pertinent points of the plan to be followed:

1. The Superintendent or designee will make a call to the School Alert System to give our code number and school closing information for relay to TV and radio stations.

2. SCHOOLS NOT ANNOUNCED AS CLOSED MUST BE PRESUMED TO BE OPEN. PARENTS AND STUDENTS MUST UNDERSTAND THIS FACT.
3. If school is going to be closed due to inclement weather or if there needs to be an early dismissal, all staff and parents will be first notified by our emergency notification system. It is important that you notify your Building Principal's Office if a phone number needs to be added or removed from our system.
4. Parents, students, and staff are also urged to listen to radio and TV stations for accurate information about school closings. Parents and staff may visit our school website's home page, social media and news apps for closing information.

N. Maintenance and School Improvement

Teachers are urged to be aware of needed repairs and areas in need of refurbishing. We ask that you submit a "Maintenance Request" form when maintenance is required.

Our Maintenance Staff is proud of these buildings; therefore, do all you can do to help them in keeping equipment and facilities in top condition.

With regard to major and/or summer maintenance projects, teachers are directed to work with their Building Principal rather than directly with the custodians. We have established a procedure to report all major repairs in writing from employee to Building Principal to the building custodian or the Maintenance Supervisor.

O. Asbestos Notification Notice

Every three years, Cuyahoga Heights Schools is required to be re-inspected to determine if any known or suspected containing building materials (ACBM) have changed and to make recommendations on managing the ACBM. All buildings in the Cuyahoga Heights School District have been inspected for asbestos and suspected materials have been sampled to be tested and rated according to conditions and potential hazards. A copy of the asbestos management plan and inspection reports are located in the Superintendent's Office and can be reviewed upon request.

P. Security System

A reminder to all Cuyahoga Heights School employees that our buildings are covered by security control systems. If you would like to request a Key Fob for door access, contact the Technology Department by emailing support@cuyhts.org. Locations of entrances that have Key Fob access are: HS, MS, and ES main front doors, HS and ES back doors, and the HS library door. All Key Fobs should be turned in with the teacher's classroom keys at the end of the year.

The hours that the protection system will be in operation are from 10:30 p.m. to 6:00 a.m. daily except weekends. If you attempt and/or enter the buildings during this time, the police are automatically called to the premises. Key Fobs can access the buildings during the following hours: Weekdays – HS/MS: 6:00 a.m. to 8:00 p.m.; ES: 7:00 a.m. to 8:00 p.m. Key Fob access the buildings on Saturdays: 7:00 a.m. to 3:30 p.m. (during the school year). A custodian will be on duty on Saturdays from September through May;

otherwise the security program will be in operation until 6:00 a.m., Monday morning, at which time the school will return to regular schedule. Advisors in charge of student activities and programs will be required to do some long range planning to avoid conflict with the security system, both on weekends and after the 10:30 p.m. security hour.

The basic objective of the security system is to "deter, detect, and prevent acts of vandalism, burglary, and fire." In the event of an incident, your building supervisor must be notified before video footage can be reviewed. To avoid any embarrassing situations, we are requesting all personnel to refrain from entering the building during the hours that the security system is in operation.

Surveillance cameras are installed throughout the School District as part of our District Safety Plan. Video recordings are stored for a short period of time. Release of video recordings is done on a limited basis and any request for footage must be approved by administration.

Q. Auditor of State Fraud Reporting System

If you suspect fraud, waste or misuse of taxpayer funds, report it at www.fraudohio.com or call 1-800-FRAUD OH (1-866-372-8364). Additional information can be found on the State Auditor's website: www.auditor.state.oh.us.

R. SAFE Helpline

The District has contracted with "Speak Up, Save Lives" to provide a safety tip line for anyone to report concerns or suspicious issues, or bullying. The helpline will also provide 24/7 live crisis counseling. The helpline will provide our students, parents, and staff the opportunity to report concerns anonymously, which will be reported immediately by Safer Schools Ohio to our administrators to address. The helpline number is 1-844-723-3764 / 1-844-SAFEROH.

TEACHERS' GENERAL RULES AND REGULATIONS

A. Guidelines for Grading

The following system of grading should be used in awarding student grades:

1. The achievement mark in any subject should represent the most professional estimate by the teacher of the achievement of the individual in the subject as related to his/her group and his/her individual native ability.
2. IF A STUDENT IS FAILING, PARENTS MUST BE CALLED BY THE CLASSROOM TEACHER. The teacher must maintain documentation of all student failure calls.

B. Working in Classrooms

Classroom teachers are to be in their respective rooms when the first students arrive.

C. Canceling Classes

Teachers shall not cancel a class unless they have the consent of the Building Principal. This would also apply to activity periods and after returning from field trips.

D. Visitors and Strangers

Staff members should direct all visitors to the respective School Office. Teachers should not be called from the classroom to talk to agents, salesmen, or friends unless clearance has been secured from the School Office. All visitors must sign in and out of the School Safe ID system located in the Main Office of each building. Visitors will receive an ID badge upon approval.

E. Religion in Schools

Please refer to Board Policy 2270 for guidance on religion in schools.

F. Classroom Conditions

The teacher is responsible for the condition of the classroom. We ask that all teachers, and especially the homeroom teachers, be on the alert for any abuse of school property. If you have marked desks that should be removed from the room, please confer with the Building Principal. All of us must be alert to the misuse of school property in all parts of the School District.

Lights should be turned off when not in use. Doors should be kept locked when the room is unoccupied. All computer/technology equipment must be shut down before leaving for the day.

Teachers are expected to take proper care of all school property. If any item is lost or damaged, a report is to be made with the Building Principal at the earliest convenience.

G. Classroom Windows

We urge all classroom teachers to make arrangements for all windows to be closed by 3:30 p.m. every day. We seek your cooperation because we have had several sudden storms, wind and rain that have caused some damage. It is impossible for the cleaning staff to reach all rooms at the same time when these storms hit. Following the close of the school day, please make sure closing the windows is a daily habit.

H. Use of Equipment from Other Departments

It is requested that those who borrow from other school departments notify such departments of the loan. It is better to "sign out" for borrowed items.

Requests to borrow technology equipment to be used at home (except school-issued laptops) must be made to and approved by the Director of IT.

I. Care of Valuables

Please keep desks and cupboards locked. No valuables should be left unlocked. Care should be taken at all times not to tempt students. While theft is not a major problem, it is unwise to leave anything of value, whether personal or school property, unprotected.

J. Smoking, Alcoholic Beverages, Drugs

No staff member may smoke, vape, use or chew tobacco, including cigarettes, clove cigarettes, electronic cigarettes, cigars, or pipes, on school premises. The use, possession, or transportation of alcoholic beverages or illegal drugs is forbidden on school premises.

K. Student Discipline

1. The teacher-student relationship in the classroom, halls, and school property is important and should be one of **mutual respect** at all times.
2. The **teacher** shall be recognized as the person in authority at all times in the classroom, halls, buildings, and on the school grounds.
3. Students who ride the buses are under the charge of the bus driver and subject to the rules and regulations of the school district.
4. A student may be suspended from school according to due process and Board policy.
5. The Superintendent has the sole power to expel a student.
6. Students shall not organize, join, or belong to an organization, which can be construed in any way as a secret society.
7. Student discipline will be implemented in accordance with the annually approved Student Handbook.

L. Student Activities

1. From time to time, school groups will have social functions such as parties and/or dances. Such affairs should be held at the school with the exception of the Senior Prom and Senior Class Luncheon and others as authorized by the Building Principal.
2. All such activities shall be properly chaperoned by representative staff members designated by the Building Principal.
3. Properly designated staff member(s) shall be in control of student conduct and plans for such affairs.
4. Staff member responsibility for student conduct at social functions shall terminate when students leave the school grounds.
5. Eligibility for social functions shall be determined by consultation between the Building Principal and advisors of each group.

6. Generally established rules of conduct and admission shall prevail.
7. Students involved in any co-curricular activity must be in attendance at least one-half of the school day on the day of that specific activity to be eligible for participation.

M. Administration of Activities Program

1. Responsibility

- a. The Building Principal shall be responsible to the Superintendent for the complete control, operation, and evaluation of the total activity program of Cuyahoga Heights Schools. Financial operations are the ultimate responsibility of the Treasurer.
- b. An annual written or oral report shall be made to the Building Principal by the faculty advisor evaluating each activity to determine whether the activity has served its purpose and should be continued as part of the school program.
- c. At the close of each year, a purpose statement and budget for the next school year must be filed by the advisor of each activity group, which must be approved by the Building Principal, Superintendent and Board of Education. **No revenue may be earned, nor any expenditure made, that does not conform to the purpose statement or budget.** All financial transactions must be precisely accounted for and are subject to periodic local and state audit. Please refer to the guidelines listed under H. 5. in this Handbook.

2. Excusing of Pupils

The excusing of pupils from any class for an extended period of time to take part in other classes or activities shall not be permitted.

3. Sponsorship of Activities

We do not permit outside enterprises (political or commercial in nature) to sponsor activities or contests in Cuyahoga Heights Schools or for Cuyahoga Heights Schools students.

4. Contests and Activities

- a. Cuyahoga Heights Schools students may only be considered for participation in contests, activities, tournaments, festivals, parades, or exhibitions (other than local) approved by the Cuyahoga Heights Schools' administration.
- b. The supervision of any activity or contest should not infringe on the teacher's assigned classroom time and responsibilities.
- c. A contest or activity that excludes students because of race, color, or creed is not approved.

- d. The rules of any contest or activity are such that students and teachers are not required to make the final selection of contest winners. They may, however, select school representatives.

N. School Functions

One of the purposes of the school is to promote a wholesome social life for the students. This can best be done if social affairs are arranged in advance and scheduled on the school calendar. It is imperative that the activity sponsor always be consulted in making such plans, and provisions for an adequate number of chaperones are to be arranged through him/her and approved by the Building Principal.

All social functions will have a clean-up which will remove all decorations and otherwise restore the party area to normal conditions. All items borrowed for decorations or for use of the group must be returned promptly. This will be the direct responsibility of all chairpersons. Any damage or loss will result in the organization being billed for the cost of the item.

Transportation in connection with school social functions away from school must be approved by the Building Principal. All social functions must be approved by the Building Principal.

O. School Field Trips

Field trips should be thoroughly arranged well in advance (beginning of the school year) and reflect a correlation to classroom work. Try to avoid duplicating trips to museums, exhibits, etc., recently visited by students as a part of a previous field trip. Field trips should be **limited to no more than one trip per class per semester, and all field trips should be completed by the end of the second week in May. Building Principal approval is required for all school trips.**

School vehicle transportation requests must be submitted at least two (2) weeks in advance.

Teachers who wish to take students on educational field trips are to follow the following procedures:

1. Discuss your field trip plans with the Building Principal to get prior approval. Complete online facility request and purchase order, if needed.
2. One (1) week in advance of the field trip, you will receive a transportation slip confirming the field trip times and the name of the bus driver. Field trips should leave no earlier than **7:45 a.m.** in the High School and Middle School, and **9:00 a.m.** in the Elementary School and must return by **2:15 p.m.** Field trips can and should be worthwhile experiences for all those involved. Proper planning and care will assure this. Additional information listed below must also be considered as an important part of the field trip plan:
 - a. All teachers should be supplied with the list of all students who will be on the field trip. This list should be distributed two (2) days in advance of the field trip.

- b. A student permit form, signed by the parents, must be collected from each student. Without the signed form from the parents, a student cannot go on the field trip. **These signed forms should be left in the Building Office.**
 - c. Emergency Medical Release Forms (copies of) or a list of all students (name, address, telephone number) on the trip should be secured from the Main Office and taken on the field trip. A copy of this list should be kept in the Main Office.
 - d. An itinerary and a list of written responsibilities for chaperones should be on file in the Main Office of the appropriate building. **Be sure chaperones are aware of their responsibilities.**
 - e. Destination information should be supplied by teachers. The Transportation Coordinator will be responsible for selecting the route.
 - f. The bus driver is in charge of the bus while in route. Discipline problems should be brought to the attention of the teacher for handling.
 - g. All litter should be picked up prior to the group leaving the bus.
 - h. The bus driver and/or teacher should report any unusual circumstances to the Building Principal immediately upon returning from the trip.
3. All overnight trips and out-of-state trips must be approved in advance by the Board of Education. Complete the "Application for Extended Travel" and submit your request as soon as possible—at least four (4) weeks before the trip.

P. Clinics or Workshops

Any teacher interested in entering or enrolling students in a clinic or workshop must have prior approval from the Building Principal or the Superintendent. Such activities as newspaper, cheerleaders, yearbook, majorettes, or club workshops are included in this list.

Q. Policy of Cuyahoga Heights Schools for Participating in National Contests and Activities in Schools

It is recommended:

1. Policy for all Secondary Schools

That secondary schools take a firm and consistent position against participating in unapproved national contests or activities.

2. School Participation

- a. On a national basis--that a school confine its participation to those national contests that are currently placed on the approved list.

- b. On a state basis--that schools limit their participation to contests and activities endorsed by their own high school organization.

3. Student Participation

- a. That, if a school participates in any approved contest or activity outside the state, no student should be absent from school more than five (5) school days for one (1) single contest or activity.
- b. That no individual student should participate in more than one (1) contest in each of the categories on the approved list except where scholarships are involved.

R. Health Questionnaire/Emergency Medical & Transportation Authorization Forms

All students are to have a completed health questionnaire in FinalForms. Building Principals and Building Secretaries are responsible for ensuring that every guardian and student has completed and signed off on all forms in FinalForms.

S. School Policies on Student Illness and Accidents

1. Accidents at School:

- a. Emergencies may or may not require first aid.
- b. If first aid is required, the most experienced person in the system may be called immediately to provide adequate first aid.
- c. In all cases, parents or guardians are contacted at once (at home or at work).
- d. Parental directions are followed.
- e. If hospital treatment is required, parents, the school, or the Police or Fire Department shall provide transportation. An administrator or school employee should accompany the student to the hospital, if possible.
- f. **Reporting the Accident:** It is important that teachers complete a written report of accidents involving students immediately after occurrence. All information requested should be listed and the form filed in the Building Principal's Office on the day of the accident. Please inform the Building Principal so that information can be provided when parents call.

2. Illness at School:

- a. The student is sent to the clinic through a teacher request.
- b. In the clinic, the nurse talks with the student to ascertain the actual condition or cause of illness. (The temperature is a factor.) After information is thus obtained by the nurse, the course of action is determined.

- Rest in clinic
- Return to the classroom with a note
- Contact parents and send home

c. No medicine or drugs (including over the counter medications), can be issued to students by employees without proper authorization [see #3a].

3. Administration of Medication to Student

a. Authorization to Administer - The "Request to Administer Medication" form must be completed by the student's physician and parent or legal guardian and approved by the School Principal prior to administering medication to the student in school.

b. Delivery of Medication - The parent is responsible for delivering medication, in the original container, to the Main Office. Students cannot bring any prescription or over the counter medication to school, without prior approval.

c. Receipt of Medication - One member of the school staff, usually the nurse, shall be designated by the Building Principal to receive the medication and record:

- The date and time the medication was received.
- All information from the label.
- Count of medication (where possible).
- Possible reactions.
- Label warnings.
- Signature of the staff member receiving the medication.

This information shall be compared with information appearing on the "Request to Administer Medication" authorization form.

d. Procedure for Administration of Prescribed Medication

- All medication to be administered to students shall be checked against the "Administration of Medication" form and recorded on the "Medication-Daily Log" and initiated by the Building Principal or his/her designee.
- Only the Building Principal or his/her designee shall administer the medication or observe the student self-administer, not in the presence of other students. Teachers are not permitted to administer prescription or non-prescription medication to students unless first authorized by the Building Principal to do so.
- The student's teacher(s) shall be informed by the Building Principal or his/her designee of any possible side effects to the medication and shall be required to report immediately to the Building Principal or his/her designee any adverse reactions.

e. The identity of the student and authorization forms shall be verified prior to administering the medication.

f. Any side effects shall be reported immediately to the Building Principal or his/her designee.

g. Training for Personnel who Administer Medication

Personnel designated by the Building Principal to administer medication shall receive training by the school nurse or others in procedures for administering medication, monitoring students on medication, and providing emergency first aid.

4. Sending Students to the Clinic or to their Homes

- a. When a student exhibits symptoms of illness which, in the opinion of the teacher, indicate that he/she should be out of class, he/she may be sent or brought to the clinic. In all such cases, the teacher should report the matter to the Main Office.
- b. When a student needs to be sent home, specific arrangements for transportation should be made through the Main Office or nurse.
- c. If the student's condition does not seem to warrant a call to their home by the nurse, the homeroom teacher should follow the procedure outlined for handling ordinary absences.
- d. If the student needs clinical aid, such cases should come through the Main Office.
- e. Teachers are requested to watch for chronic cases of students reporting to the clinic on days of tests, reports, etc. Some years we have more of this than is necessary.
- f. Teachers are to notify the nurse of illnesses of students.
- g. Teachers are required by law to call the CFS Hotline and to notify the Main Office of any evidence of child abuse by the parents or adults outside the school.

T. Pupil Attendance and Excuses

Cuyahoga Heights Schools administration and faculty believe that exemplary attendance directly influences academic achievement and prepares students to be successful in college and careers. Attendance guidelines and policies have been established to set reasonable expectations for attendance that will ensure the appropriate, active involvement of students in school and to help them achieve their goals.

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which he/she has been assigned.

Please refer to Board Policy 5200 and the annually approved Student Handbook for each building for specific guidelines on attendance including, but not limited to excused absences, tardies, excessive absences, habitually truancy, pre-arranged absences, make-up work, and leave school early.

U. Health Program Routine

Vision and hearing screening, as well as physical examinations are provided for students. Vision screening is done in Pre-kindergarten, Kindergarten, 1st, 3rd, 5th, 7th, and 9th grades and all new admissions. Hearing screening is done in Pre-Kindergarten, Kindergarten, 1st, 3rd, 5th, and 9th graders and all new admissions. Physical examinations are mandatory for pre-kindergartners and recommended for all new admissions in all grades. Physical examinations are also done on all students coming out for sports with a nominal fee charged. If there is any child that does not fall into any one of the above categories and you would recommend testing or an examination, please refer him/her to the nurse.

V. Special Services

The District offers a variety of services to support students. Intervention services are provided for at-risk students through the District's Response to Intervention (RtI) System. Those not progressing after intensive, sustained, research-based interventions may be eligible for special education services in accordance with the Individuals with Disabilities Education Improvement Act (IDEA) of 2004. The District offers special education services for all students found to have a disability after multi-factored evaluation, and accommodations are available under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendment of 2008 for students with disabilities. Guidance and counseling services are also available, provided by Guidance Counselors and the School Psychologist.

Special Services are available for students who may have a handicap. These special services include evaluation, diagnosis, and, if indicated, placement in special classes. If you are aware or suspect that a student has such a handicap, you should discuss this first with your Building Principal. A referral may then be made to formally begin the evaluation process. Special services also offer guidance and counseling to students on career plans, personal problems, and other student assistance by both the Guidance Counselors and the School Psychologist.

W. Hazing or Initiations

Hazing, as defined by statute, is "doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person." Any such act of hazing by students is prohibited. Staff members, coaches, chaperones, etc., must be very watchful and **actively** enforce the anti-hazing regulation. Examples of hazing activities might include a physical assault or discomfort, or any frightening or personally degrading activity, such as being forced to wear distasteful clothes. A staff member who is aware or witnesses such activity and does not stop it will be considered negligent under the statute.

NOTIFICATIONS

X. State and Federal Notifications

The following State and Federal Law notification are posted in all administrative offices:

State of Ohio:

- Ohio Fair Employment Practices Law
- Ohio Minimum Wage Law
- Ohio Non-Smoking Law
- Ohio Workers' Compensation Certificate of Premium Payment
- Ohio Minor Labor Law

Federal:

- Equal Employment Opportunity Is The Law
- The Fair Labor Act
- Employee Polygraph Protection Act
- Job Safety & Health Requirements
- Log & Summary of Occupational Injuries & Illnesses

Y. Nondiscrimination and Equal Employment Opportunity Notification

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

The Superintendent shall appoint and publicize the name of the compliance officer(s)(COs) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. Any sections of the District's collectively-bargained, negotiated agreements dealing with hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts. A copy of each of the Acts and regulations on which this notice is based may be found in the CO's office.

District Compliance Officers

The Board designates the following individual to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

Mr. Matt Young
Assistant Superintendent
4820 East 71st Street, Cuyahoga Heights, OH 44125
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myoung@cuyhts.org

Z. Title IX Notification

OVERVIEW

Title IX of the Education Amendments of 1972 (“Title IX”) protects individuals from discrimination based on sex and applies to educational institutions that receive federal funding (including public elementary and secondary (“K-12”) schools and institutions of higher learning). On May 6, 2020, the U.S. Department of Education, Office for Civil Rights (“OCR”) released its Final Rule, which amends existing Title IX regulations – the Department’s first action of its kind in decades. The Final Rule, which encompasses both the amended regulations and accompanying commentary, exceeds 2,000 pages and went into effect on August 14, 2020.

Below is an overview of the major changes and new requirements and responsibilities contained in the Final Rule applicable to Cuyahoga Heights Schools:

- A. **New Definition of “Sexual Harassment”:** Previously, the Title IX regulations did not define sexual harassment. The Final Rule defines “sexual harassment” as conduct on the basis of sex that satisfies one or more of the following:
- a. An employee conditioning the provision of an aid, benefit, or service of the School District on an individual’s participation in unwelcome sexual conduct (i.e., *quid pro quo* sexual harassment).
 - b. Unwelcome conduct that a reasonable person would find to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school district’s education program or activity (i.e., “hostile environment” sexual harassment);
 - c. “Sexual assault” as defined in the Clery Act (20 U.S.C. 1092), and “dating violence,” “domestic violence,” and “stalking” as defined in the Violence Against Women Reauthorization Act of 2012 (“VAWA”) (34 U.S.C. 12291).

If an individual’s allegations do not rise to the level of “sexual harassment” as defined in the Final Rule, the formal complaint must be dismissed. The infraction, however, may still be a violation of the Student Code of Conduct or Title VII.

- B. **Sexual Harassment Occurring in a School’s “Education Program or Activity”:** Schools must address allegations of sexual harassment that occur in “the school’s education program or activity, against a person in the United States.”
- a. “Education program or activity” is broadly defined to include locations, events, or circumstances over which the school exercises *substantial*

control.

- b. The school must have substantial control over both the respondent (i.e., the alleged harasser) and the context in which the sexual harassment occurs.
- C. **Definition of “Actual Knowledge”:** Schools are required to respond when the school has actual knowledge of sexual harassment or allegations of sexual harassment.
 - a. “Actual knowledge” occurs when notice is given to a Title IX Coordinator, any official of a school who has authority to institute corrective measures on behalf of a school, or to *any* school employee of an elementary and secondary school.
 - b. Once a school receives notice, it must respond and take action (whether a formal complaint is filed or not).
- D. **Designation of Title IX Coordinator, Investigator, Initial Decision Maker, and Appeal Decision Maker:** Schools must designate and authorize at least one (1) employee to be a “Title IX Coordinator” to oversee and coordinate the school’s compliance with Title IX. The school must also appoint an Investigator to investigate a formal complaint (the Title IX Coordinator may serve as an Investigator), a Decision Maker (the Title IX Coordinator and the Investigator [if different from the Title IX Coordinator] cannot serve as the Decision Maker), and one or more persons to serve as the Appeal Decision Maker (who cannot be the Title IX Coordinator, the Investigator [if different from the Title IX Coordinator], or the Initial Decision Maker).
- E. **Notice Requirements:** Schools must notify applicants for admission and employment, students, parents or legal guardians, and unions of its nondiscrimination policy and grievance procedures, including how to file or report sexual harassment and how the school will respond. The notice must also specify the name, title, office address, electronic mail address, and telephone number of the Title IX Coordinator.
 - a. Notice must include language that the school does not discriminate on the basis of sex in the education program or activity that it operates. Notice must also state that this duty not to discriminate applies to employment.
 - b. Notice must state that inquiries about the application of Title IX and its regulations may be referred to the Title IX Coordinator or the Assistant Secretary of Education, or both.
- F. **Publication Requirements:** In addition to notice requirements, schools must prominently display the contact information for the Title IX Coordinator and its Title IX policy on its website and in each handbook that it makes available to persons entitled to notification above.
 - a. Posting on a District’s website alone does NOT satisfy notice requirements.

- b. Districts must publish and maintain all grievance procedures adopted under the regulations.
 - c. Schools must disseminate its updated policies.
 - d. *Any person may report sexual discrimination, including sexual harassment, to the District’s Title IX Coordinator, regardless of whether the person is the alleged victim of the reported conduct. The report may be made in person, by mail, by telephone, or by email. The report may be made at any time, including during non-business hours.*
- G. **School’s Response to Complaint:** Schools must respond promptly to sexual harassment in a manner that is not “deliberately indifferent.” “Deliberate indifference” is defined as actions that are clearly unreasonable in light of the known circumstances.
- a. Title IX Coordinator must contact the “complainant” (i.e., the person who is alleged to be the victim of the conduct that could constitute sexual harassment) and discuss supportive measures (which are similar to “interim measures”), including individualized services to restore or preserve the person’s equal access to education (e.g., counseling, course modifications, schedule changes, increased monitoring or supervision, etc.).
 - i. Supportive measures may not be disciplinary or punitive and must be offered without charge.
 - ii. Supportive measures must be offered even if the complainant does not initiate or desire to file a formal complaint.
 - b. Title IX Coordinator must explain to the complainant the process for filing a formal complaint and the option to file a formal complaint.
 - c. Only the complainant (or parent/guardian) or the Title IX Coordinator may sign a formal complaint.
 - d. Before imposing any discipline or other sanctions that are not supportive measures against a “respondent,” (i.e., the individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment) a grievance process must be followed.
 - e. The District’s response must treat complainants and respondents equitably.
- H. **Adopt and Publish Grievance Procedures:** Schools must adopt and publish “grievance procedures” that provide for the “prompt and equitable” resolution of student and employee complaints alleging policy violations. The grievance procedures must also comport with general due process requirements and include the following components:
- a. Equal treatment of complainant/respondent.
 - b. No sanctions imposed until the grievance process is complete.

- c. No conflict of interest or bias.
 - d. Staff training.
 - e. Presumption that respondent is not responsible.
 - f. Reasonably prompt timelines.
 - g. Description of supportive measures and possible sanctions.
 - h. Exclusion of privileged information.
- I. **Notice to Parties of Formal Complaint:** When a formal complaint is filed notice is to be given to both parties. Notice must include:
- a. Sufficient details known at the time, including identification of the parties, date and location of alleged incident, and a description of the alleged conduct.
 - b. Statement that respondent is presumed not responsible and that determination will be made at the conclusion of the grievance process.
 - c. Opportunity for representation of choice (i.e., an “advisor”) at all stages of the investigation.
 - d. Opportunity to inspect and review evidence.
 - e. Code of conduct prohibiting false statements.
 - f. Obligation to provide notice of additional allegations.
 - g. Notice must be given *before* an initial interview is conducted and with sufficient time for the respondent to prepare a response.
- J. **Investigation Process:** The investigation process must include/require:
- a. The school has the burden of proof and of gathering evidence.
 - b. *Both* parties are entitled to the same opportunity to present witnesses, receive written notices, and review evidence.
 - i. Both parties must be given copies of all evidence (i.e., interview notes, witness statements, photographs, text messages, etc.).
 - ii. Both parties must be given ten (10) days to review evidence and submit a written response before the Investigator finalizes his/her report.
 - c. After the ten (10) day evidence review period, the Investigator finalizes the Investigative Report and provides it to both parties.

- d. The Investigative Report must summarize relevant evidence but not contain a determination of responsibility or conclusion.
 - e. Parties are given ten (10) days to review the Investigative Report and submit a written response prior to a hearing or the Decision Maker making a determination of responsibility.
- K. **Live Hearings Requirement:** Live hearings with cross-examination are required for *postsecondary* institutions following release of the Investigation Report. Live hearings are *optional* for K-12 schools.

With or without a hearing, after the Investigative Report is issued and before reaching a determination regarding responsibility, each party is afforded the opportunity to submit written, relevant questions that a party wants asked of any party or witness, and each party must receive the answers to those questions and an opportunity to ask additional, limited follow-up questions.

- L. **Determination of Responsibility:** The Decision Maker, who cannot be the Title IX Coordinator or Investigator, must issue a written determination of responsibility that is provided to both parties simultaneously. The determination of responsibility must include identification of any sanctions that will be imposed on the respondent and any remedies that will be provided to the complainant.
- M. **Standard of Evidence:** A school's grievance process must state whether the standard of evidence to be used to determine responsibility is the *preponderance of the evidence standard* or the *clear and convincing evidence standard*. The adopted standard must be applied for all Title IX complaints against students and employees.
- N. **Appeals:** Both parties have the right to appeal the Decision Maker's determination of responsibility
- a. The Appeal Decision Maker cannot be the Title IX Coordinator, Investigator, or Initial Decision Maker.
 - b. As part of the appeal process, the parties are permitted to submit a written statement supporting/challenging the Initial Decision Maker's determination of responsibility.
- O. **Informal Resolution:** An informal resolution process may only be used if a formal complaint of sexual harassment is filed.
- a. If a formal complaint is filed, the District may offer to facilitate an informal resolution process.
 - i. When doing so, the District must provide written notice to both parties of their rights with respect to the informal process.
 - ii. Prior to commencing the informal resolution process, the district must obtain both parties' written, voluntary consent to participate

in the informal process.

- b. An informal resolution process may NOT be offered in the context of a complaint alleging that an employee harassed a student.
 - a. Either party may withdraw from the informal resolution process at any time prior to agreeing to a resolution.
 - a. If a party withdraws from the informal resolution process, the investigation resumes.
- P. **Recordkeeping Requirements:** All documentation whether related to a formal complaint or report of sexual harassment – including statements, evidence, and transcripts – must be maintained for seven (7) years.
- Q. **Emergency Removal Provisions:** While the investigation is pending, emergency removal of the respondent is permitted under limited circumstances.
- a. In order to emergency remove a respondent, the Title IX Coordinator, or another designated individual, must conduct a *safety and risk analysis* and determine that there is an immediate threat to the *physical* health or safety of *any* student or other individual arising from the allegations (not just the complainant).
 - i. The respondent may not be emergency removed based upon a threat to the mental health of the complainant.
 - ii. The regulations contemplate emotional/mental well-being should be addressed through supportive measures.
 - b. The notice of emergency removal must be provided to the respondent and the respondent must be afforded an opportunity to challenge the emergency removal decision.
 - c. School Districts will need to ensure their emergency removal procedures do not conflict with other school policies or legal requirements.

TITLE IX COORDINATORS

Mr. Matt Young
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TRAINING

Pepple and Waggoner, Ltd. Attorneys at Law

- Presenter - Daniel L. Lautar, Esq.
- Presenter - Jacqueline Walsh Brickman, Esq.
- [Training Outline](#)
- [Presentation](#)

Bricker & Eckler LLP

- Level 1: General Title IX training for all K-12 staff members
 - Presenter - Katy Osborn
 - [Presentation](#)
- Level 2: K-12 Title IX investigator training
 - Presenter - Melissa Bondy
 - Presenter - Katy Osborn
 - [Presentation](#)
- Level 2: K-12 Title IX report writing for investigators and decision-makers
 - Presenter - Kate Davis
 - Presenter - Beverly Meyer
 - [Presentation](#)
- Level 2: K-12 Title IX informal resolution facilitator training
 - Presenter - Melissa Bondy
 - Presenter - Katy Osborn
 - [Presentation](#)
- Level 2: K-12 Title IX decision-maker training
 - Presenter - Laura Anthony
 - Presenter - Beverly Meyer
 - [Presentation](#)
- Level 2: K-12 Title IX coordinator/administrator training
 - Presenter - Melissa Bondy
 - Presenter - Laura Anthony
 - [Presentation](#)
- Level 2: K-12 Title IX decision-maker & live hearing training
 - Presenter - Melissa Carlton
 - Presenter - Kate Davis
 - [Presentation](#)

TITLE IX GRIEVANCE PROCEDURES

The Board is committed to promptly and equitably resolving student and employee complaints alleging Sexual Harassment. The District's response to allegations of Sexual Harassment will treat Complainants and Respondents equitably, including providing supportive measures to the Complainant and Respondent, as appropriate, and following this grievance process before imposition of any disciplinary sanctions or other actions, other than supportive measures, against the Respondent.

The Title IX Coordinator(s), along with any investigator(s), decision-maker(s), or any person(s) designated to facilitate an informal resolution process, shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

If a determination of responsibility for Sexual Harassment is made against the Respondent, the Board will provide remedies to the Complainant. The remedies will be designed to restore or preserve equal access to the District's education program or activity. Potential remedies include, but are not limited to, individualized services that constitute supportive measures. Remedies may also be disciplinary or punitive in nature and may burden the Respondent.

Any student, parent/guardian, current or prospective employee or other individual within the Cuyahoga Heights Schools community who believes he/she has experienced and/or observed sex discrimination or sexual harassment ("Complainant") should promptly report the matter to a Cuyahoga Heights Schools Title IX Coordinator, a Guidance Counselor, Building Principal or other school administrator. A Title IX grievant is requested to complete a **Title IX Complaint Form**. Allegations of sex discrimination, including sexual harassment, brought forth by students, parents/guardians, current or prospective employees, and other members of the school community will be promptly investigated in an impartial and in as confidential a manner as reasonably possible, so that corrective action can be taken if necessary.

The Grievance Procedures are as follows:

1. In accordance with Board Policy 2266, Students, Board members, and Board employees are required, and other members of the School District community, and Third Parties are encouraged, to report allegations of sex discrimination or Sexual Harassment promptly to the/a Title IX Coordinator or to any Board employee, who will in turn notify the/a Title IX Coordinator.
 - a. In addition to accessing this **Title IX Complaint Form**, one will also be provided to Complainant. As it pertains to students, in appropriate circumstances, due to the age of the student making the complaint, a parent/guardian or school administrator may be permitted to fill out the form on the student's behalf.
 - b. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information set forth above. If a Formal Complaint involves allegations of Sexual Harassment by or involving the Title IX Coordinator, the Complainant should submit the Formal Complaint to the Superintendent, who will designate another person to serve in place of the Title IX Coordinator for the limited purpose of implementing the grievance process and procedures with respect to that Formal Complaint.
 - c. When the Title IX Coordinator receives a Formal Complaint or signs a Formal Complaint, the District will follow its Grievance Process and Procedures, as set forth herein. Specifically, the District will undertake an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.
 - d. It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting

false information during the grievance process, including intentionally making a false report of Sexual Harassment or submitting a false Formal Complaint. The Board will not tolerate such conduct, which is a violation of the Student Code of Conduct and the Employee/Administrator Handbook.

- e. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
2. At the time the formal complaint is filed, Cuyahoga Heights Schools will seek to conclude the grievance process, including resolving any appeals, within sixty (60) days of receipt of the Formal Complaint. Any informal resolution process could impact this schedule.
 - a. Within two (2) days of receipt of the Formal Complaint, the Title IX Coordinator sends requisite notice to parties;
 - b. Fourteen (14) calendar days (to investigate (need for advance written notice to a party and adequate time for the party to prepare before any interviews, hearings, and/or meetings; time for parties to present witnesses, including expert witnesses, and other inculpatory or exculpatory evidence);
 - c. At the conclusion of the investigation and before finalizing the investigative report, ten (10) calendar days for the parties to review the evidence and submit their feedback;
 - d. Seven (7) calendar days for the investigator to consider such feedback and prepare the investigative report;
 - e. Ten (10) calendar days for the parties to review the investigative report and submit questions and receive answers to questions submitted to parties and witnesses (if the Board permits hearings, the hearing cannot occur until the Complainant and Respondent have had a minimum of ten (10) calendar days to review the investigative report);
 - f. Seven (7) calendar days for the decision-maker(s) to prepare the decision;
 - g. Five (5) calendar days for the parties to review the decision and submit a notice of appeal;
 - h. Seven (7) calendar days for the parties to submit their written statements in support of or in opposition to the appeal; and
 - i. Seven (7) calendar days for the appeal decision-maker(s) to prepare a final decision.
 3. If, during the course of the investigation, the Investigator becomes aware of allegations about the Complainant or Respondent that are not included in the original notice provided to the parties, the Investigator will notify the Title IX Coordinator and the Title IX Coordinator will decide whether the Investigator should investigate the additional allegations; if the Title IX Coordinator decides to

include the new allegations as part of the investigation, the Title IX Coordinator will provide notice of the additional allegations to the parties whose identities are known.

RETALIATION

1. Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or Sexual Harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint of Sexual Harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of Sexual Harassment, filing a Formal Complaint, or participating in an investigation and/or hearing, is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.
2. Complaints alleging retaliation may be filed according to the grievance procedures set forth above.
3. The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.
4. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

CONFIDENTIALITY

The District will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a Formal Complaint of Sexual Harassment, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the District's obligation to maintain confidentiality shall not impair or otherwise affect the Complainant's and Respondent's receipt of the information to which they are entitled related to the investigative record and determination of responsibility).

Recordkeeping

As part of its response to alleged violations of this policy, the District shall create, and maintain for a period of seven (7) calendar years, records of any actions, including any supportive measures, taken in response to a report or Formal Complaint of Sexual Harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If the District does not provide a Complainant with supportive measures, then the District will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

The District shall maintain for a period of seven (7) calendar years the following records:

1. each Sexual Harassment investigation including any determination regarding responsibility, any disciplinary sanctions recommended and/or imposed on the Respondent(s), and any remedies provided to the Complainant(s) designed to restore or preserve equal access to the District's education program or activity
2. any appeal and the result therefrom
3. any informal resolution and the result therefrom, and
4. all materials used to train Title IX Coordinators, investigators, decision makers, and any person who facilitates an informal resolution process.

The District will make its training materials publicly available on its website. If a person is unable to access the District's website, the Title IX Coordinator will make the training materials available upon request for inspection by members of the public.

Falsification of Information

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of Sexual Harassment or submitting a false Formal Complaint. The Board will not tolerate such conduct, which is a violation of the Student Code of Conduct and the Employee/Administrator Handbook. Further, falsification of information is a violation of Board Policy on Staff Ethics and consequences implemented per the Licensure Code of Professional Conduct for Ohio Educators.