

**Mayfield City Schools
Student Handbook
❖ Middle School ❖
2016-17**

The Student Handbook is available online
at <http://www.mayfieldschools.org>
or the individual school web pages

THE MAYFIELD CITY SCHOOL DISTRICT

The Mayfield School District is comprised of four communities: Gates Mills, Highland Heights, Mayfield Heights, and Mayfield Village. The district is located approximately 12 miles east of Cleveland. There are approximately 4,000 students housed in four elementary schools — Gates Mills, Center, Lander and Millridge — one middle school, grades 6 - 8 and one high school, grades 9-12. Mayfield operates a continuous regional program for the hearing impaired, as well as comprehensive programs in special education and in Career Technical Education.

BOARD OF EDUCATION

- Ms. Sue Groszek, *President*
- Mr. Al Hess, *Vice-President*
- Mr. George Hughes
- Mr. Ronald Fornaro
- Mr. Jimmy Teresi

CENTRAL OFFICE STAFF

- Dr. Keith Kelly, Superintendent
- Dr. Michael Barnes, Assistant Superintendent
- Dr. Patrick Ward, Director of Curriculum
- Mr. Scott Snyder, Treasurer
- Mrs. Denise Cirino, Director of Special Pupil Services
- Ms. Victoria Loncar, Curriculum Coordinator
- Mrs. Laurie Uhlir, Director of Community Relations

MAYFIELD MIDDLE SCHOOL

- Mr. Paul Destino, Principal
- Mr. Dan Sheppard, 8th Grade Assistant Principal
- Mrs. Jackie McLaughlin, 6th and 7th Grade Assistant Principal

SCHOOL DAY: 8:00 AM – 3:05 PM

- Main Office..... (440)995-7800
- Attendance..... (440)995-7815
- Clinic..... (440)995-7803

MAYFIELD MIDDLE SCHOOL MISSION

- * Promote Learning
- * Monitor Student Achievement
- * Employ Best Practices

ACADEMIC PROGRESS

Mayfield City Schools provides Middle School parents and students instant access online to grades and attendance updates through Infinite Campus.

REPORT CARDS

The report card is the school's report to the students and parents, giving the pupil's achievement and attendance record. Report cards are no longer mailed home. They are available online at the end of each marking period.

AGENDA BOOK

A middle school agenda planner will be issued to each student at the start of the school year. The cost of the agenda is included in school fees. This agenda must be carried by the student throughout the school day to all classes. Assignments, homework, tests and quizzes should be recorded in the agenda. The agenda book may also be used to help parents and teachers keep in communication with each other about a student's progress. If a student loses the agenda, a replacement copy can be purchased in the main office for \$6.00.

ARRIVAL OF STUDENTS

Students should not be in the building before 7:30 a.m. unless requested by a staff member. School begins at 8:00 a.m. Upon arriving at school in the morning, students should go directly to the cafeteria (before 7:45 a.m.) or to their locker area/homeroom (after 7:45 a.m.) In order to insure safety and avoid congestion, students who walk or ride bicycles to school should enter the front entrance of the building. Parents who are dropping students off should do so along the SOUTH DRIVE of the school building.

ARTICLES FROM HOME

Parents are asked to bring all articles for students to the main office. The office will see that they are distributed appropriately. Please be sure that all such articles are labeled with the student's first and last name and the homeroom teacher's name.

ATHLETIC EVENTS

Any student attending or participating in any athletic event is expected to adhere to school and district policies. Students must remain on school grounds at all times. Good conduct and sportsmanship reflect favorably upon us individually as well as a school and team. Any student on suspension is excluded from attending or participating in any athletic event.

ATTENDANCE

1. Students are to be in school every day except in cases of illness, death in the family, or other emergencies.
2. Parents or guardians are required to call daily in cases of absence or tardiness. Calls should be made before 8:30 a.m. to the attendance line at 995-7815.
3. A note is required from the parent for early dismissal, for a request to ride a different bus or to get off at a different stop. These notes are to be presented to the office at the beginning of the school day between 7:45 and 8 a.m.

4. When a student is to leave school early, he/she must report to the office and sign out on the register provided for this purpose. If returning the same day, the student will sign in at the office and obtain an admittance slip before going to class.
5. If the child must enter or leave during the school day, it is required that the parent accompanies the child out of or into the building's office.
6. Parents are encouraged to make appointments with doctors, dentists, orthodontists, etc. after school hours or on the weekends.

ATTENDANCE (TARDINESS) 440-995-7815

1. A student arriving late must go directly to the office, accompanied by a parent/guardian, to sign the office register. The student will be given an admittance slip signed by office personnel prior to entering the classroom.
2. For repeated tardiness, alternative consequences may be assigned such as exclusion, after-school detentions, or Saturday School.

ATTENDANCE (ABSENCES) 440-995-7815

1. Examples of reasonable excuses for school absences are:
 - Illness
 - Recovery from accidents
 - Required court attendance
 - Death in the family
 - Observation of religion
 - Graduation
2. One day of make-up is allowed for each day of absence.
3. Parents are strongly encouraged to access homework on the internet, or call for assignments if the absence is more than two days.
4. It is the student's responsibility upon returning to school to check with the teachers to obtain makeup work and to turn the work in to the teachers.

BOOKS AND SUPPLIES

Students should assume responsibility for books issued to them. Names must appear in ink in the space provided, and all textbooks must be covered. Students will be required to pay for lost or misused books.

BUS - Riding a school bus to/from a friend's house before/after school

In special circumstances, it may be possible for a student to obtain a bus pass to ride a different bus; however, passes will only be issued on a space available basis and for one time only. Passes for this type of transportation MUST be obtained from the school secretary before 8:00 am. Notes to the Bus Driver from a parent/guardian are not acceptable in lieu of passes. Passes will not be issued for more than one day at time. A written request must be submitted to the school office by the parent before a bus pass will be considered. Bus passes may be restricted for certain buses due to capacity issues. Bus passes, if approved and issued, will be on a first come first serve basis.

CAFETERIA and SCHOOL FEES

Students go to the cafeteria for lunch. They may bring their own lunch from home or may purchase a lunch from the school cafeteria. A menu is available on-line. A child may buy a complete meal each day or may purchase any of the single items on the menu. Paying for student fees and the school lunch program using a credit card may be handled by accessing the Infinite Campus Parent Portal that is linked to the district home web page that can be found at www.mayfieldschools.org. You may also make

payment at the principal's office or for high school students only at the cashier's office with check or money order.

The following rules/procedures for the cafeteria are in effect throughout the year:

1. Students will line up at the servery.
2. Each student is to buy his/her own food.
3. Students are assigned seats in the cafeteria based on their homerooms. Students who do not meet expectations may be assigned other seats at the discretion of the Cafeteria Supervisors.
4. Students are expected to be courteous and to use good table manners at all times in the cafeteria.
5. All food and drink must be eaten in the cafeteria.
6. Students who throw food will be suspended from the cafeteria, classes or school.

CHANGE OF ADDRESS

According to State Law and Board of Education Policy, no student may attend the Mayfield City Schools unless the student and his/her parent(s) /guardian(s) currently reside (live, eat, sleep, etc.) within the school district boundaries. A "parent" is the biological parent or, in the case of legal separation or divorce, the parent with legal, full or residential custody. Any change of address must be reported to Pupil Services. A Change of Address Form can be found on the website. You are asked to complete the form and present proof of your new residence (i.e. lease, mortgage payment, etc) to the Board of Education. If you are not a legal resident as defined above, you must declare this immediately to Pupil Services.

CLINIC

The clinic will be open throughout the school day and will be staffed by a health aide or by office personnel. No student may report to the clinic without a pass.

Vision screening is performed by Health Services on 7th graders according to Ohio law. In addition and as a service, posture screening is also performed. If you do not wish for your child to be screened, please forward your wishes in writing to MMS Health Services. Parents must provide documentation that this screening has been done by their personal healthcare provider if it is not to be done at school.

COMPUTER USE

USE OF COMPUTER RESOURCES

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

Mayfield City Schools will begin introducing student email accounts at both the MS and HS starting in the 2015-16 school year. Prior to any student email account being provided, both written permission from parents or guardians will need to be submitted and select building teachers will need to have facilitated an email safety training via PSW. These student email accounts are completely monitored and managed by the district and all email accounts are being provided for educational purposes only. Any violation of school board policies or any inappropriate behavior will result in the temporary suspension or termination of the student's account. All settings and configuration of the student accounts, email functionality or any other options that are available are completely provided at the school district's discretion....

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

- A. Any student use of computers should be directly related to curricular or extra-curricular programs authorized by the Board of Education. If there is any doubt on this point, the student must be able to identify which teacher or advisor has authorized the use in question. For example, computer games would be appropriate only if authorized by a teacher or advisor for a specific group of individuals for a specific program-related purpose.
- B. Files stored on school computers are restricted to school-related assignments only; personal files may not be stored. Students are permitted to use their own CD/flash drive (or) their own personal computers for data storage of their work. Computer users must respect the privacy and ownership of files and documents. Students are not to examine, move, alter or delete any computer files that do not belong to the student, even if the owner has left the file unprotected.
- C. All copyright laws and ownership rights of commercial software must be observed. Students may not make copies of any such software programs. Students may not use non-school software on school equipment without prior approval by a teacher or network administrator.
- D. Computer application programs and system software installed on school computers are configured for general use by a variety of students and staff members. Students shall not alter any setting within operating systems of application programs, and shall not delete any file or knowingly introduce a computer virus to any school program.
- E. Students shall not damage nor vandalize any school hardware or software.
- F. Students may be given assigned network space for storing personal computer files. School staff members are not responsible for maintaining the integrity of these files. Students' own cd/flash drive may only be inserted in computers designated for this purpose, and subject to a virus scan.
- G. A student may use only his/her own password, as prescribed by the teacher, when using computers. A student may not alter another person's password, files, directories, or programs. A student may not access or attempt to access school or District networks, or student, financial, accounting, or personnel files.
- H. The use of telecommunications equipment is restricted to school related projects/activities, and its use must be supervised by a teacher, aide, adult volunteer, or other person authorized by and working for the school.
- I. No student is permitted without authorization and supervision by school personnel to establish or attempt to establish computer contact with internal or external computer networks, including free or commercial on-line services, or unauthorized databases, using either School District or personal equipment (or their own personal computers while in school).
- J. In some cases, students may participate in a teacher-planned activity that involves access to the Internet. The nature of the Internet makes it impractical to restrict users from accessing all potentially inappropriate sites. In fact, the greatest attribute of the Internet is its ability to locate a wealth of relevant and often unpredicted sources of information. While such an activity would only be permitted under the close supervision of a teacher, students may stumble onto an Internet site that is inappropriate, just as they might find an inappropriate TV program at home while clicking the remote control.
- K. Internet users or students in a position to use the Internet with school equipment (or their own

personal computers while in school) must complete an Internet Use Consent Form, signed by the parent/guardian, and such form must be on file in the school prior to Internet use by a student. Internet access passwords will be issued only to those students whose parents agree to their use of the Internet. This shall also apply to any student in night school who is not independent of parental supervision.

- L. Students are expected to follow any guidelines on computer use given them by their teacher. Included in these, at a minimum, will be requirements that the students not use the school's Internet connections for:
- Commercial advertising
 - Using copyrighted material in reports without permission
 - Accessing or sending files containing pornographic/obscene materials
 - Sending or receiving messages which are a violation of the Student Code of Conduct including harassing/bullying e-mails or other electronic communications
 - Creating and/or placing a virus on the network
 - Revealing personal information, such as, telephone number or address of another person, or obtaining such information about another for the later purposes of harassing or intimidating that person
 - Committing deliberate violations of State or Federal law
 - Using any Internet service in offense of the rules of such service
 - Engaging in software piracy, such as, copying programs without authorization/payment of license fees
- M. Students must respect the capacity limits of available computer systems, and restrict their own use so as not to interfere unfairly with the activity of other users. Examples of capacity limits include: the number of computers in a given area, available network space, on-line access time, and data transfer over a network.
- N. Students may not use school computers (or their own personal computers while in school) in any inappropriate way. Examples of inappropriate use include, but are not limited to: uploading, downloading, or viewing obscene, vulgar, threatening, or abusive language or materials; any illegal activity; any commercial transactions; any activity that violates another user's privacy, including use of or disclosure of another's password, address, phone number, or social security number.
- O. Computers are located in a variety of educational settings in the schools, including classrooms, computer labs, libraries, and media centers. In each area, any special rules governing computer use will be posted and must be followed, along with the guidelines listed above.
- P. Violations of these guidelines shall result in loss of privileges to use District computer equipment and other disciplinary action, up to and including suspension and expulsion. In addition, students will be assessed charges for deliberate damage to hardware or software.

This policy applies to computer use in both structured and unstructured settings. In the classroom or teacher-directed lab setting, students may not use the computer for **any purpose** that is not directly related to the assigned activity for the session. If the student is using district computer resources (or their own personal computers while in school) outside of class, it is his/her responsibility to understand and follow the guidelines as stated in the Board Policy for Use of Computer Resources. Students who violate the rules and regulations stated in this policy are subject to disciplinary action.

CONCERTS

It is important to be aware that absences may result in the lowering of a marking period grade for Middle School students in a performing ensemble. Vocal Dimensions, a select choral group involving eighth grade students, is chosen once each school year. To be eligible to audition for Vocal Dimensions, a student must be enrolled in chorus during seventh grade.

DANCES/MIXERS

Dances and mixers will be held at various times during the year. Dates and grade levels are listed in the school calendar. **Only current Mayfield Middle School students may attend these activities.** During Dances/Mixers all students must remain on school grounds. Any student on suspension is excluded from attending or participating in any dance or mixer.

DESKS AND LOCKERS

Students will be assigned desks and lockers for use during the school year. Students are responsible for the condition of their desks and lockers, both inside and outside. These areas are to be kept clean and well organized. Students are permitted to put locks on hall lockers; however, gym lockers must have locks. **Only locks purchased at the school may be used.** Students should not leave valuable items in their desks or lockers. Desks and lockers will remain at all times the property of the Mayfield Board of Education and, in accordance with law, may be the subject of random search by principals or other school administrators who are designated by them to perform such searches to insure the health, safety and well-being of all students.

DISMISSAL

1. Dismissal of all Middle School students will be at 3:05 p.m. unless weather delays the buses.
2. Students who walk or ride a bicycle should exit from the front of the building.
3. Students who receive rides will exit from Cafeteria 2.
4. Students who walk and need to cross SOM Center Road must do so at the Ridgebury Boulevard light. Walkers should exit the Middle School by the doors on SOM Center Rd.
5. Students who remain after 3:05 p.m. must have parent or teacher permission.
6. A note to the office is required from the parent/guardian for early dismissal, for a request to ride a different bus, or get off at a different stop. Bus passes will be given for the changes requested between 7:45-8:00 a.m.

DRESS AND GROOMING

The school is the student's place of business. Dress and appearance should reflect this attitude. In general, clothing at Mayfield Middle School should be attractive, practical and comfortable, simple and modest. It should also be appropriate for participation in school activities and for the weather.

The school retains the right to rule against specific items of clothing and general appearance, which is sufficiently offensive or disruptive to impair either the student's learning or the learning of other students. Examples of disruptive appearance may include unusual hair color, piercing, and extremes in dress.

Specific examples of attire determined inappropriate for school are:

- hats, caps or outdoor apparel worn during the school day
- tank tops with straps thinner than three finger widths
- see-through or mesh tops
- off-the-shoulder tops
- sunglasses

- low rider pants
- bare midriffs
- skirts/dresses with high slits
- pajamas
- sweatbands
- torn clothing
- bandanas
- clothing with socially unacceptable words or illustrations advocating the use of drugs and/or illegal chemicals like alcohol
- tight fitting and/or scooped neck or low cut tops should be avoided
- metal studs on clothing or jewelry and chains are not permitted to be worn
- footwear should be safe and appropriate

Shorts must be appropriate. The following are examples of shorts determined to be **inappropriate**: all boxer shorts, jogging shorts, bicycle shorts, cut-off shorts or pants. Shorts and skirts must be at finger tip length when the student's arms are extended downward at his/her side.

Any student who has inappropriate clothing will be asked to change clothes and a parent will be contacted if necessary. If a parent cannot be reached or is unable to bring in a change of clothes, and if another suitable alternative cannot be arranged, the student may be assigned to the exclusion room for the remainder of the day.

DRUG-FREE SCHOOLS

Unlawful manufacture, distribution, dispensation, possession or use of any drug is prohibited at any **Board funded event or within or on the property, building, facilities or vehicles of the Mayfield School district.**

EMERGENCY SCHOOL CLOSING

Listen to the radio and television stations for accurate information about school closing. If the schools are not announced as closed, presume they are open. Please **do not** call the Board Office. If an early dismissal from school is necessary, every effort is made to notify parents or keep the child at school. However, it is suggested that every family establish and practice a plan that a child can follow if he/she comes home to an empty house. A child should either be able to get into the house or know a neighbor who can provide shelter.

FIELD TRIPS

Field trip is the general term given to school sponsored activities that are held off school grounds. Field trips are considered part of class curricular activities.

GRADING SYSTEM

Student work is averaged at the end of each quarter and then recorded as a letter grade on the report card. Teachers will explain grading scales and requirements to students at the beginning of the school year or class.

GUIDANCE

Guidance counselors are available to all students at Mayfield Middle School. The focus of guidance is to enhance student access in school. Whether problems are academic or personal in nature, the student is always welcome to come to the Guidance Office.

If a student or parent wishes to request an appointment with a guidance counselor, it may be scheduled directly with the counselor.

HALLS AND STAIRWAYS

Students in the halls (other than during the regular passing times) should have a hall pass. This pass should be presented to staff upon request. Students are expected to follow all school rules and expectations at all times.

HOMEROOM TEAMS

Students are grouped heterogeneously into homerooms and teams. General announcements are made over the P. A. system during homeroom period. Students may go to their homerooms beginning at 7:45 a.m. Homeroom period marks the beginning of the student day.

HOMEWORK

Teachers will assign homework to students during class periods in individual and group work. In the event of a student's absence, teachers will honor parent requests for assignments after twenty-four hours notice to the teacher. For student absences of only one day or a partial day, students should contact classmates or team websites (if available) for assignments.

INJURIES

In the event of student injuries, which occur at school, persons trained to do so will administer first aid. This may include the school health aide, office personnel or staff. Additional steps to be taken on an as-needed basis include summoning of medical assistance, notification of administrative personnel, notification of parents, and the filing of accident reports.

INSURANCE

Mayfield has a school insurance plan that may be purchased for students at the beginning of each year. Information is available early in the year and all transactions are made directly between parents and the insurance company. Students involved in athletics and other activities are encouraged to purchase insurance for their protection if the family insurance does not provide adequate coverage.

INTRAMURALS/EXTRA- CURRICULAR ACTIVITIES

The Middle School encourages as many students as possible to become involved in intramural and extracurricular activities. The inter-scholastic athletic program is in operation at the Middle School for seventh and eighth grade students. Boys may compete in football, soccer, and cross-country in the fall; wrestling and basketball in the winter; and track and tennis in the spring. Girls may compete in volleyball, cross country, and tennis in the fall; swimming and basketball in the winter; and track in the spring.

In addition, a variety of intramural sports and special interest groups may be offered to students in grades 6-8 based upon student interest as well as the district's ability to support such programs and activities. Participation in all such activities is a privilege, which may be revoked due to inappropriate behavior or academic deficiency.

The eligibility standards that apply to Mayfield students, as adopted by the Mayfield Board of Education, are higher than those now required by the O.H.S.A.A. The adopted policy includes the following guidelines:

"In addition to the eligibility requirements established by the Ohio High School Athletic Association, to be fully eligible to participate in interscholastic athletics and district-sponsored clubs and activities, a

student enrolled in grade 7-12 must achieve the minimum grade point average designated and receive no failing grades in the nine-week period preceding the period of his/her participation in order to participate. Student eligibility under this standard shall be determined on a nine-week basis.

The GPA eligibility standard is 1.50 GPA.

A special conditional eligibility status may be granted by the principal if the student has received only one failing grade in the previous nine (9) weeks and maintains the required GPA level. This conditional eligibility status requires the student with one failing grade to meet a series of weekly requirements to maintain conditional eligible status.”

The above stated standard will affect the Mayfield Middle School students in the following ways:

1. For any 7th or 8th grade student, eligibility will be determined based upon the previous nine weeks grading period.
2. Students are ruled ineligible or eligible for the entire grading period. At the end of each grading period, all students will be re-evaluated and eligibility or ineligibility will be determined for the next period.
3. Seventh grade students currently at the Middle School must understand that their eligibility for the first grading period for their 8th grade year is determined in the final grading period for their 7th grade year.

LOST AND FOUND

The Lost and Found is located between the cafeterias. It provides a means by which lost articles may be returned to their owners. Any articles found are to be taken directly to the school office. Only the student whose name is in the front of the book may claim textbooks. Students should report any lost items to the office. Any unclaimed clothing items will be donated to charity at the end of the school year.

MEDICAL REQUIREMENTS FOR SCHOOL ENTRANCE

In compliance with the Ohio Revised Code No. 3313.671 and 3701.13, students will not be permitted to attend school unless all immunizations are complete:

1. **DTaP.** (Diphtheria, Pertussis, Tetanus) vaccine (4) doses
2. **TDaP** (Tetanus, diphtheria and pertussis)- one dose given prior to entrance to 7th grade
3. **Poliomyelitis** Vaccine – 3-4 doses
4. **MMR** (Measles, Mumps, Rubella)-2 doses
5. **Hepatitis B**-3 doses
6. A tuberculin test done in the United States is required for students who have recently immigrated to the United States.

The records of immunizations for children new to the school district must be on file no later than 14 days after enrollment. At that point, a child may be excluded from school until his/her immunization record is complete. (Exceptions on religious or medical grounds can be made. Exclusions will only be made by the Superintendent of Schools.)

MEDICATION

The school will adhere to the district policy regarding the administration of medication. If any medication and/or medical procedure must be administered at school, a written request from the physician and signed parent permission must be on file. This includes prescription and over-the-counter medications. Students may carry asthma rescue inhalers, but the parent and physician must complete the proper medication form to carry an inhaler in school.

MONEY AND VALUABLES

Money and valuables should not be left in lockers or in student desks. During physical education classes, watches, purses, and other valuables should be locked in the students' gym lockers. Students are discouraged from carrying large sums of money or other valuables to school. The school cannot be held responsible for lost or misplaced valuables and clothing.

BACKPACKS/BOOK BAGS

Students are permitted to use backpacks and book bags to transport books and materials to and from home. However, these and any type of bags used to carry school supplies and other items must remain in the student's locker during the school day. The use of any type of book bag or backpack during the school day (7:45 a.m. – 3:05 p.m.) is strictly prohibited.

PROHIBITED DEVICES

Skateboards, rollerblades, headsets, radios, CD players, iPods, e-readers and tablets unless authorized and supervised by a staff member and other electronic devices are not permitted in classrooms, hallways, locker rooms or cafeterias during the school day (7:45 a.m. until 3:05 p.m.). Students who do not comply with this rule may have the item confiscated. On the second offense, the item will be confiscated and returned to a parent. Repeat offenders are subject to school discipline. The school will not be responsible for the loss of these types of items.

RELIGIOUS OBLIGATION POLICY

Students may be excused to meet their religious holiday obligations consistent with their creed or belief. If observance of such a holiday requires only attendance at a religious service, the student should attend such a service before or after school hours, if possible. So as not to penalize students for their religious observance, the scheduling of examinations, assemblies, field trips and other special events, including school-related programs for parents, should be avoided on religious holidays whenever reasonably possible. (Board of Education Policy 2270) (ORC 3321.04)

REMOVAL FROM DANCES AND EXTRACURRICULAR ACTIVITIES

A student who violates the student code of conduct may be denied the privilege of participating in clubs, sports teams or activities such as dances.

SELLING AND EXCHANGING ITEMS

Buying or selling items (tickets, chances, or property) is not allowed without the consent of the Board of Education.

STUDENT COUNCIL

A Mayfield Middle School Student Council is selected each year. A faculty advisor works with the students on a variety of school and service-related activities throughout the year. Meetings are held before, during or after school on a regular basis. Students who are involved in Student Council must meet academic and behavioral eligibility standards throughout the year.

STUDENT RECORDS

The school makes every effort to keep school records current relating to achievement, adjustment, health, and standardized test results. Parents should assist in keeping records updated and should feel free to request a review of their child's records by scheduling an appointment with the guidance counselor, assistant principal or principal.

TELEPHONES

If a student needs to make a phone call during the school day the student should come to the main office with a pass from a staff member. These phone calls should be for emergency purposes only.

Students will not be called to accept incoming calls if they are in class. Messages will be relayed to students when possible. All calls must be received by 2:00 p.m. in order for the students to receive their messages. Please limit these calls to emergencies only.

TEXTBOOKS/LIBRARY BOOKS

Textbooks and library books are owned by the school and are loan items. We ask that everyone treat our books with as much care as possible. They are expensive to replace. School book covers are available at the bookstore and students are required to cover all textbooks. Lost library books must be paid for at purchasing price, while the charge to students for lost textbooks varies according to the age of the books. The textbook replacement cost list is available in the school office. Book fines on textbooks are assessed by teachers in cases where books show excessive wear or damage. Non-payment of book fines will result in the temporary withholding of report cards until the fine is taken care of.

TRANSPORTATION

Bus transportation is provided for Middle School students who live outside of the walking distance. Buses will be boarded at designated pick-up points. All policies and rules of the district will be enforced on school buses and school approved transportation. Violations of school district policies and/or rules may result in disciplinary actions being taken in accordance with the Student Code of Conduct.

VACATIONS

We strongly discourage parents from taking their children out of school for vacations. Strictly interpreted, state statute regards it as illegal for students to be out of school for any reason other than personal illness, death in the family, quarantine, or religious observance. If, however, pupils will be absent due to vacation or a similar reason, students and parents must notify the office and complete the student absence form at least one week before leaving.

VISITORS

Visitors are welcome in our school. However, for the protection of the students and to comply with the State Law, all visitors must report to the main office, sign in, state the reason for the visit and obtain a visitor's badge. **UNDER NO CIRCUMSTANCES MAY ANY VISITOR TO THE BUILDING REPORT DIRECTLY TO ANY CLASSROOM.** These procedures are necessary to keep all children and staff safe and to maintain the academic atmosphere of the classroom. A copy of our complete Visitor's Protocol is available at the main office and at the sign in table.

WITHDRAWAL FROM SCHOOL

When a student withdraws from Mayfield Middle School, the main office and the homeroom teacher should be informed. A Withdrawal Form should be printed from the Mayfield Schools website. It can be found under the "Parent" tab under "New Student Registration/Withdrawal". Please print the Withdrawal Form then complete and return to the school office or the Board of Education prior to the last day of school. Parents should contact the school office as soon as possible in order to sign the Parental Consent Form for Release of Student Records required by law and to allow time for the necessary paperwork.

SPORTS

MIDDLE SCHOOL ATHLETIC PROGRAMS BOYS & GIRLS

CODE OF CONDUCT FOR ATHLETES SPORTS CONDUCT

Mayfield students are expected to conduct themselves in a proper manner at all times, so as not to discredit the school or community. Undesirable or un-sportsmanlike conduct at athletic contests will result in eviction from the contest and may eliminate attendance at subsequent events.

Athletes are representatives of the school in a very special way. They can either be a credit to athletics and to the school they represent, or they can be a discredit. Younger boys and girls, future athletes, fellow classmates, and citizens of the community look to them as examples. With this in view, proper conduct on the part of athletes is, therefore, of the utmost importance.

To be an athlete at Mayfield Middle School is considered a privilege. Participants must be willing to sacrifice at all times and dedicate themselves to all the policies which make up the Code of Conduct for all athletes at Mayfield Middle School.

Each athlete will receive a copy of the Code of Conduct for Athletes with their physical form or at the beginning of their athletic season. All athletes are expected to adhere to this code. Any offense of this Code of Conduct or the Student Code of Conduct could result in a student being denied the privilege of participating in athletic events and/or removal from the athletic team. Athletes and their parents/guardians will be required to read and sign a card stating that they have read the Athletic Code of Conduct.

Students who are suspended in school become eligible for participation in athletics and activities at the end of the last day of the exclusion or suspension.

ATHLETIC AND EXTRA-CURRICULAR ELIGIBILITY

Are you enrolled in enough courses? While most students are ineligible because they have poor grades or have failed more than one course ...some students with excellent, or acceptable grades are ineligible because they are "under scheduled" and are not enrolled in enough courses. If you are in grades 7-12, please check your schedule to make sure you are in "at least" 1.25 credits each nine weeks. Failure to be enrolled in 1.25 credits during any grading period will result in a student being ineligible for the next grading period (i.e. winter or spring sports).

Eligibility requirements apply to students participating in interscholastic athletics and cheerleading. Eligibility is determined by grades received the preceding grading period. Semester and yearly grades do not affect eligibility.

Summer school and/or night school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.

GRADES 7-12: Eligibility requirements established by the Ohio High School Athletic Association state that to be eligible, a student-athlete must be currently enrolled in a member school and have received

passing grades in a minimum of five (5) one-credit courses, or the equivalent, in the immediately preceding grading period.

Mayfield Board of Education Eligibility Requirements

In addition to the eligibility requirements established by the Ohio High School Athletic Association, to be fully eligible to participate in interscholastic athletics and District sponsored clubs and activities, a student enrolled in grades 7 through 12 must

- Achieve the minimum grade point average (1.50) in the nine-week period preceding participation.
- Receive no failing grades in the nine-week period preceding the period of his/her participation.

Conditional Eligibility

A special “conditional eligibility status” may be granted by the principal if the student has received only one (1) failing grade in the previous nine (9) weeks and maintains the required grade point average (1.50) and have received passing grades in a minimum of five (5) one-credit courses, or the equivalent, in the immediately preceding grading period.

CODE OF CONDUCT

PROVISION 1

SCHOOL CITIZENSHIP – Athletes will strive to conduct themselves in a satisfactory manner as schools citizens. Examples of poor school citizenship are misconduct in class, disrespect for teachers or fellow classmates, stealing, or any insubordination to a teacher or coach. This list also includes any violation of the Student Code of Conduct, procedure, or regulations. Any unsatisfactory school citizenship is contrary to this provision and could result in disciplinary actions and dismissal from the team.

PROVISION 2

COMMUNITY CITIZENSHIP – Athletes shall conduct themselves in a satisfactory manner as citizens of the community. Any unsatisfactory community citizenship that reflects poorly upon Mayfield Middle School is contrary to this provision and will be judged accordingly.

PROVISION 3

TRAINING RULES – Athletes will conduct themselves in a satisfactory manner in regard to the adherence of prescribed training rules. They will not involve themselves with any actions or conduct that would not insure top physical condition or would be detrimental to their personal well being and in direct violation of basic athletic training rules. No student in the Mayfield school system is permitted to possess or use intoxicants, non-prescribed drugs, or tobacco (in any form). This rule applies directly to athletes since they have an obligation to keep themselves in top physical condition. This rule also applies because athletes are representatives of Mayfield Middle School.

PROVISION 4

PERSONAL APPEARANCE – Athletes will strive to at all times to meet the high expectations placed upon them in regard to their personal appearance. Athletes are required to maintain a reasonable appearance and be well groomed while on athletic trips, meeting the standards set forth by the head coach. Any violation or neglect of these expectations is contrary to this provision.

PENALTIES FOR VIOLATIONS

1. A coach may exclude a player from an activity for a 24-hour period for a minor infraction. For any longer exclusion, the Coach will contact the parents and review the infraction.
2. Provision #1 and #2 (school and community citizenship) will follow the school disciplinary policy as described in the Student Handbook. In severe cases, an athlete may be dismissed from the team.

STUDENT CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be expected in the schools of this District.

The rules and provisions of the Student Code of Conduct shall govern student conduct.

STUDENT CONDUCT CODE

The Mayfield Board of Education, in compliance with Ohio Revised Code 3313.661, hereby adopts the following Code of Conduct for Students attending the Mayfield City Schools:

Introduction

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

Part I. Rights and Responsibilities

The student code of conduct meets the intent of the State to adopt a set of rules and regulations designed to maintain order and discipline necessary for effective learning and specify the school's expectations. Students shall act, speak or behave as responsible citizens within a large scope of options. Pupils have a right to reasonable treatment from the school and its employees. In turn, the school has a right to expect reasonable behavior from students. Freedom carries with it responsibilities for all concerned.

Part II. Conduct Code

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

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

suspension from school.

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

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

Rule 1. Truancy (including cutting class)

A student shall not be truant from school. Truancy is defined as being absent from school for the day or any portion thereof without school authorization and parental consent. Repeated offenses of tardiness shall be considered an offense of the truancy rule.

The school will refer a student who is habitually truant to juvenile court where he/she may be adjudicated as delinquent.

By Ohio law a habitual truant is a student who is absent 1) five or more days in a row, 2) seven or more days in a month, or 3) twelve or more days in a school year.

Rule 2. Inappropriate Behavior and Conduct

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

Rule 3. Fighting /Violence

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

- | | |
|-------------------------------|--|
| 1 st offense | 1 to 10 days suspension from school |
| 2 nd offense | 3 to 10 days suspension from school & parent conference |
| 3rd offense | 5 to 10 days suspension & possible recommendation for expulsion |

Administrative discretion may be used to modify or adjust the consequences based on the student's previous discipline record. In addition a police report may be filed.

Rule 4. Vandalism (damage to school or personal property)

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

Rule 5. Theft

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

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

Rule 6. Dangerous Weapons and Instruments

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

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

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

Rule 7. Use of Prohibited Devices

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

USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES

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

Cameras and video recorders are permitted only when required as part of a school assignment. Unauthorized use of camera phones, cameras, video equipment or any other recording device for taking pictures of or recording school personnel, students or documents is strictly prohibited. This prohibition applies in all situations within the school's jurisdiction.

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

Rule 8. Profanity and Inappropriate Language or Conduct

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

Rule 9. Use of Tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The

School prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity.

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

Rule 10. Narcotics, Drugs, and Alcohol

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

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

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

Rule 11. Student Hazing

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

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

Rule 12. Gambling

Gambling in any form is not permitted at Mayfield Middle School. Violation of this rule may result in a minimum of three (3) days exclusion or suspension. Possession of gambling paraphernalia will carry the same penalty (football pools, NCAA pools, dice, cards, etc.).

Rule 13. Falsification of School Work, Identification, Forgery

Forgery of hall or bus passes and excuses are forms of lying and are a violation of the Student Code of Conduct subject to disciplinary action including detentions, exclusion and suspension. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as

disciplinary action. Cheating on exams, quizzes or any assignment may result in "0" for the exam or assignment.

Rule 14. False Alarms or Threats (including false fire alarms and bomb threats)

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

Rule 15. Disruption of School

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

Rule 16. Out-of-Bounds

Students who are in an unassigned section of the building (areas where the student is not scheduled, such as, the basement, custodial areas, boiler room, teachers' lounge, workroom, or kitchen) or outside the building without permission (such as, in the parking lot, in the rear of the building) will be considered out of bounds. Students may receive discipline consequences for being out-of-bounds.

Rule 17. Assault (physical or threatened)

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

Rule 18. Insubordination

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

Rule 19. Harassment, Intimidation, Bullying

The harassment or bullying of students or staff at the middle school is not permitted. Harassment is defined as infrequent actions (verbal, non-verbal, physical) that create an intimidating, hostile, or offensive learning environment. Bullying is defined as ongoing conflict or intimidation, name calling, sexual or physical contact where one individual (or group) is the aggressor and one individual is the victim. When only one incident occurs, or when both individuals are involved in the aggression on an equal basis then that may not constitute bullying. Bullying represents actions that occur more than once and over a period of time. Harassment or bullying may include but are not limited to actions involving gender, race, sex, religion or disability. Reported incidents will be investigated and may involve discipline consequences as well as guidance involvement.

The School believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment, intimidation, or bullying of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive environment.

Conduct constituting harassment may take different forms, including, but not limited to, the following:

I. Sexual Harassment

A. Verbal

The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

B. Nonverbal

Placing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.

C. Physical Contact

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

II. Gender/Ethnic/Religious/Disability Harassment

A. Verbal

Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.

B. Nonverbal

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

C. Physical

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

DISCIPLINE

Disciplinary Guidelines

When establishing and enforcing school rules, the following basic principles should be adhered to:

1. All school rules should exist for good reason.
2. Students should be informed of what the general school rules are, and why those rules are necessary.
3. Student punishment for violation of school rules should be reasonable and should be designed to bring the attention of the student to the impropriety of the student's behavior.
4. The school places a high priority on students being in class will make every effort to minimize their removal from class for disciplinary reasons.

To assure that discipline is constructive, progressive and consistent, the following procedures have been established.

1. Teacher/Team-Discipline of student is primarily the teacher's responsibility. Each teaching team will prepare, explain and post a set of basic rules designed to provide a safe and orderly classroom. They will handle most discipline matters. When behavior is inappropriate, discipline steps may follow this sequence:

- Warnings
 - Parent contact
 - Consequences to include detentions, time out, loss of team activity, referral to guidance.
2. Guidance counselors will intervene by
 - Reviewing the student's behavior and the previous interventions,
 - Making additional parent contact,
 - Meeting with the student,
 - Organizing a behavior plan.
 3. An office referral will follow for students whose continued refusal to follow school rules is now considered excessive. In case of extreme behavior the student will be reported to the office or escorted directly to the office.

Methods of Discipline (Including but not limited to the following)

- Positive actions by teachers to inspire correct behavior each day
- Counseling by teachers and principals and guidance staff
- Student Conferences
- Verbal warnings
- Parental conferences
- Denial of privileges
- Detentions
- Time Out
- Assignment of work
- Restitution
- Suspension from class
- Suspension from activities
- Suspension from bus
- Referral to Juvenile Court
- Suspension
- Expulsion by Superintendent

DETENTION

Detentions will be assigned to students for minor offenses and will be served before school, during lunch/advisory, or after school. After school detentions will be served Monday through Thursday in assigned rooms from 3:05 p.m. until 4:05 p.m. Students who cut detentions will be assigned to double the detentions or to Saturday School/exclusion.

EXCLUSION

Exclusion may be assigned to students who do not cooperate with a teacher and/or who are repeatedly disruptive in any one class. In addition, exclusion may be assigned to students if prior interventions such as detention or Saturday School have not improved the student's behavior. This assignment will be for a given period of time under the constant supervision of a staff member.

A student in exclusion will be in attendance in school but will not be allowed to attend classes. However, assignments will be gathered for students to work on throughout the day. Students may not be eligible to participate in athletics and activities at the end of school on any day of exclusion or suspension.

Refusal to follow exclusion room regulations will result in suspension from school or additional time in exclusion.

SATURDAY SCHOOL

A student will be assigned to Saturday School if detentions or other interventions do not help to improve the student's behavior. Saturday School will be held at the middle school for two hours on a Saturday and will be supervised by a staff member. Failure to attend Saturday School will result in an exclusion room assignment.

DUE PROCESS PROCEDURES

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

Suspension Procedure (Including In-School)

1. Definition
 - a. The term "suspension" shall be understood to mean the removal of a student from the school premises and all related school activities for a period of time in excess of twenty-four hours but not more than ten school days.
 - b. The term "in-school suspension" or exclusion shall be understood to mean the removal of a student from the normal schedule of a class or classes, activity or activities and reassignment to other special programming within the school with daily school attendance still required.
2. When it becomes necessary for the Principal to suspend a student, the following procedure shall be employed:
 - a. The student shall be given written notice on the official school form of intent to suspend, the reason(s) for the proposed suspension therefore, the student shall be granted an informal hearing and shall have, at such hearing, an opportunity to question or dispute the reasons for the intended suspension or otherwise to explain his actions, and the right to appeal any action. The notice shall be given to the student as soon as practicable prior to the hearing.
 - b. The parent shall be notified in writing, or contacted by telephone when possible, of the suspension. The suspended student is to be retained at the school until the parent is notified or until the close of the regular school.
 - c. Within twenty-four hours after the suspension, a letter of notification will be mailed to the student's parent(s) and will include:
 - (1) the cause and length of suspension
 - (2) the right to appeal such action to the Board of Education or its designee
 - (3) the right to be represented by an individual of the student's or parent's choosing
 - (4) the right to be granted a hearing before the board or its designee and request that the hearing be held in executive session.The parent(s) may be invited to come to the school as soon as possible to help affect a positive change in the behavior causing the suspension.
 - d. At the same time, copies of this letter shall be sent to the Treasurer of the Board and a copy shall be kept by the suspending school.

e. A student shall receive credit for satisfactory work performed during in-school suspension providing he/she turns in all assignments within two school days after returning to scheduled classes.

f. A student may not be allowed to make up missed work during an out of school suspension unless approved by the Principal as part of the original suspension notice. Board of Education Policy #5611.

Emergency Removal Procedure

1. Definition

The term “emergency removal” shall be understood to mean the removal of a student from extracurricular activities or from the school premises because the student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

2. When it becomes necessary to remove a student under this section, the following procedure shall be employed when removal is to exceed twenty-four hours:

a. If removed by a teacher, the teacher shall immediately notify the Principal, and as soon as practical (but no later than the end of the school day) submit in writing to the Principal the reasons for such removal. (Teachers cannot remove students from the school property.)

b. Written notice of an informal hearing and the reason for the removal shall be given to the pupil as soon as practicable prior to the hearing.

c. The informal hearing shall be held within seventy-two hours but not later than seventy-two hours of the initial removal. The individual who ordered, caused or requested the removal to be made shall be present at the hearing.

d. If the Superintendent or the Principal reinstates a pupil in a curricular or extracurricular activity under the teacher’s supervision prior to the hearing following an emergency removal, the teacher shall, upon request, be given the reasons for such reinstatement.

Expulsion Procedure

1. Definition

The term “expulsion” shall be understood to mean the exclusion of a student from all school attendance and related activities for a period not to exceed 80 school days.

2. Any pupil who, because of inappropriate conduct, indicates a lack of responsibility or repeated incorrigibility may be expelled by the Superintendent of School from future attendance for a period not to exceed 80 school days. These 80 days may extend into the following semester or next school year. Such action shall be based on a complete written case history filed with the Superintendent of Schools.

Each case history shall include a review of such information as:

- a. academic progress
- b. classroom attitude toward learning
- c. attendance record
- d. citizen standing
- e. relevant family circumstances
- f. anecdotal record of offenses
- g. a resume of communications and conferences with parent(s) or others involved in the case

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

Section 504 Manual for Identifying and Serving Eligible Students:

Policies and Guidelines **TABLE OF CONTENTS**

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INTRODUCTION

Section 504 of the Rehabilitation Act of 1973 (commonly referred to as "Section 504") prohibits discrimination against students on the basis of disability.

This Manual contains information, guidelines, policies, procedures, and forms to achieve compliance with Section 504 with respect to the education of the District's students, in a manner consistent with the District's non-discrimination policies.

The District expects its employees to be knowledgeable about its Section 504 procedures. If you have Section 504 questions concerning either current or prospective students, please contact the District's Section 504 Coordinator:

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

Although Section 504 also applies to employment and facility access by individuals with disabilities, this Manual only addresses student issues under Section 504.

OVERVIEW

Section 504 is a federal law which prohibits discrimination against persons with disabilities. The law provides:

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

29 USC § 794

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

For a student to have a disability which may be protected under this law, he or she must: **(1) have a mental or physical impairment, (2) which substantially limits, (3) one or more major life activities.** For a student to be considered an "eligible student" under Section 504, all three criteria must be fulfilled.

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

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

evaluation, placement, and procedural safeguards. The FAPE obligation extends to all students described in this paragraph, regardless of the nature or severity of their disability.

POLICY STATEMENT

The District shall not discriminate against any student having a disability, a record of having had a disability, or who is otherwise regarded as having a disability. The District shall also, as required by law, attempt to locate and identify each student within the District's jurisdiction who may be an eligible student under Section 504. The District shall evaluate each student identified under Section 504 and provide each eligible student with a FAPE as defined by law.

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

DEFINITIONS

"Free Appropriate Public Education" ("FAPE")

A "free appropriate public education" is the provision of regular or special education and related aids and services that are designed to meet the individual educational needs of students with a disability as adequately as the needs of non-disabled students are met and is based on adherence to procedures that satisfy Section 504 requirements pertaining to educational setting, evaluation, placement, and procedural safeguards.

"Individual with a Disability"

An "individual with a disability" is a person who:

1. Has a physical or mental impairment which substantially limits one or more of such person's major life activities;
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment.

"Physical or Mental Impairment"

1. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine; or
2. Any mental or psychological disorder, such as a cognitive impairment, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

The Section 504 regulation does not provide an exhaustive list of specific diseases or conditions that may constitute a physical or mental impairment because of the difficulty of developing a comprehensive list of possible diseases and conditions.

"Substantially Limits"

A student who has a physical or mental impairment that substantially limits a major life activity is considered a student with a "disability" under Section 504. This determination is made on a case-by-case basis. Neither Section 504 nor its implementing regulations define the term "substantially limits" but the term is not necessarily synonymous with "unable to perform" or "significantly restricted in" a major life activity.

Except for ordinary eye glasses or contact lenses, the ameliorative effects of mitigating measures may not be considered when assessing whether a student has an impairment that substantially limits a major life activity. "Mitigating measures" include, but are not limited to: medication; medical supplies, equipment or appliances; low-vision devices (devices that magnify, enhance, or otherwise augment a visual image); prosthetics (including limbs and devices); hearing aids and cochlear implants or other implantable hearing devices; mobility devices; oxygen therapy equipment and supplies; use of assistive technology; reasonable accommodations or auxiliary aids or services; and learned behavioral or adaptive neurological modifications.

A temporary impairment does not constitute a disability for purposes of Section 504 unless it is of such severity that it results in a substantial limitation of one or more major life activities for an extended period of time. This determination is to be made on a on a case-by-case basis.

If a student has an impairment that is episodic or in remission, the District must consider whether the impairment, *when active*, would substantially limit a major life activity. If it would, then the student meets the definition of a student with a disability.

"Major Life Activities"

To be eligible under Section 504, a student's physical or mental impairment must interfere with one or more "major life activities." A "major life activity" includes, but is not limited to functions such as:

- Caring for oneself
- Performing manual tasks
- Walking
- Seeing
- Hearing
- Speaking
- Breathing
- Learning
- Working
- Eating
- Sleeping
- Standing
- Lifting
- Bending
- Reading
- Concentrating
- Thinking
- Communicating
- Operation of major bodily functions (including but not limited to functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions)

This list is not exhaustive. An activity or function not found on the list may nonetheless be a major life activity. A student is protected from all forms of discrimination and is eligible under Section 504 if the student has an impairment that substantially limits one or more major life activities, including, but not limited to, learning.

"Record of Impairment" and "Regarded as Having an Impairment"

Section 504 also protects students from discrimination who have a record of an impairment or who are regarded as impaired. A student is "regarded as" having an impairment if the District perceives the student as impaired. The District shall not treat students differently based upon a record that shows that the student was disabled in the past, or based upon an assumption or perception of disability. The District is not required to develop a Section 504 plan for a student who either has a record of an impairment or who is regarded as having an impairment, but who is not otherwise currently eligible under Section 504.

"Current Users of Illegal Drugs"

A student who is currently engaging in the illegal use of drugs is not eligible for services or protection under Section 504 when the District takes disciplinary action on the basis of such drug use even if the student is otherwise a student with a disability. A student who is a former drug user or who is participating in a drug rehabilitation program, however, may be eligible for Section 504 services and protection if the student otherwise meets the definition of an "individual with a disability" as described above.

CHILD FIND

Every year, the District shall attempt to identify and locate every student residing in the District who may be a student with a disability under Section 504, regardless of whether he or she is receiving a public education. The District shall notify parents of those students of the District's Section 504 obligations.

The District may satisfy the notification obligation by advertising, by posting notices in places likely to be visited by qualified students with disabilities and their parents, by including notices in District publications and on its web site, and by directly contacting parents of those students who the District believes to be eligible.

The District must also ensure that the information in its Section 504 notices is written in a manner that is easily understandable to a parent. The notice should also contain the name and contact information for the District's Section 504 coordinator.

PRE-REFERRAL ASSISTANCE

Pre-referral assistance is an important first step in serving students experiencing difficulties in school. Teachers may vary instructional and behavioral methodologies and expectations, and, by so doing meet students' educational and behavioral needs; and thereby strengthen the general education program and reduce unnecessary Section 504 and IDEA formal referrals.

Pre-referral assistance, including strategies such as response-to-intervention ("RTI"), is **not** intended to impede or be a substitute for necessary referrals for consideration of eligibility under the Individuals with Disabilities Education Act ("IDEA") or Section 504. If, at any time, a teacher, counselor, administrator, or other professional staff member has reason to believe that the student's difficulties may be attributable to a disability, the student should be referred for an evaluation. If a parent/guardian at any time requests an evaluation, the District must either honor that request or notify the parent/guardian of his/her due process rights under the IDEA, or Section 504, as applicable.

PARENT RIGHTS

Section 504 guarantees certain rights to parents of students with disabilities. A Section 504 Notice of Procedural Safeguards has been developed for distribution to parents.

SECTION 504: THE PROCESS

This section of the Manual addresses important steps in the Section 504 process including: referral, evaluation, eligibility determination, development of the Section 504 Plan, review, and reevaluation.

A. Referral

A student who, because of a suspected disability, is believed to need services under Section 504 is typically referred for a Section 504 evaluation by a parent, guardian, teacher, other certified school employee, the student if 18 years of age or older, or other concerned adult individual. Upon the receipt of a referral:

- The referral should be reduced to writing.
- The parent should be provided written notice of the referral, and be asked to provide written consent to a Section 504 evaluation.
- The parent should be provided with a copy of "Section 504 Notice of Procedural Safeguards" with notice of the referral.

Once the District has received parent consent to evaluate, the District may begin the evaluation process. If a parent refuses to consent to an initial evaluation, the District may, but is not required to, use due process hearing procedures to seek to override the parent's refusal to consent to the evaluation. Additionally, if a parent refuses to consent to an evaluation that is necessary for a determination of eligibility, the 504 Team may determine that the student is not eligible under Section 504.

B. Evaluation

The evaluation is the starting point for determining whether a student is an eligible student under Section 504. The District is required to conduct an evaluation before providing Section 504 services. The nature and extent of the information needed to make a Section 504 eligibility decision is determined on case-by-case basis by a group of persons knowledgeable about the student, the meaning of evaluation data, and the placement options, *i.e.*, the Section 504 team. Information obtained through the evaluation process must be documented and all significant factors must be considered. The District may, but is not required to, use the same evaluation process used to evaluate students under the IDEA. The evaluation must draw upon information from a variety of sources and may include:

- School records review
- Observations of the student
- Standardized tests or other assessments by school staff
- Parent/Student/Teacher interviews
- Behavior rating scales or other checklists
- Pertinent medical information
- Information provided by the parent
- Other relevant information

Where formal testing is determined to be necessary, the evaluation procedures must ensure that:

1. Tests and other evaluation materials have been validated for the specific purpose for which they are used and are administered by trained personnel in conformance with the instructions provided by their producer.
2. Tests and other evaluation materials include those tailored to assess specific areas of educational need and not merely those which are designed to provide a single general intelligence quotient.
3. Tests are selected and administered so as best to ensure that when a test is administered to a student with impaired sensory, manual, or speaking skills, the test results accurately reflect the student's aptitude or achievement level or whatever other factor the test purports to measure, rather than reflecting the student's impaired sensory, manual, or speaking skills (except when those skills are the facets that the tests purport to measure).

A medical diagnosis of a physical or mental impairment does not, in and of itself, determine Section 504 eligibility. As mentioned above, Section 504 requires the District to draw upon information from a variety of sources in making its eligibility determination. A medical diagnosis is only one source of information. Additionally, the District may request, but cannot require a parent to provide a medical statement or authorize the release of the student's medical information as part of the evaluation process. If the District determines, based on the facts and circumstances of the individual case, that a medical assessment is necessary for an appropriate evaluation, the District must ensure that the child receives this assessment at no cost to the parents. If alternative assessment methods meet the evaluation criteria, those methods may be used in lieu of a medical assessment. If a parent refuses to consent to a medical assessment and alternate assessment methods are not available, the 504 Team must proceed to make an eligibility determination based on the information it has on hand.

Absent extenuating circumstances, the District's evaluation and the development of a Section 504 Plan, if necessary, should be completed no later than 30 school days following the District's receipt of the parent's consent to evaluate. If an extension of time is required, the parent must be notified in writing of the extension, the reason for the extension, and the expected date of completion of the process.

C. Eligibility Determination

The eligibility determination must be made by a group of persons knowledgeable about the student, the meaning of evaluation data, and placement options and must be documented in writing. The parent of the student should be given a meaningful opportunity to provide input into identification, evaluation, and placement decisions for his/her child. Therefore, the parent should typically be included in this process.

D. Section 504 Plan

Where a student is found to be eligible under Section 504, the need for a Section 504 Plan must be determined. The Section 504 Team, which should include the parent, will be responsible for determining the services that are needed to provide the student a FAPE. The Plan should specify how services will be provided and by whom.

The Section 504 Plan shall be signed by the Section 504 Coordinator/Designee, indicating the District's intent to implement the plan. A copy of the Plan, along with the Section 504 Notice of Procedural Safeguards, must be provided to the parent.

If a Section 504 Plan is developed for a student, all school personnel with implementation responsibilities should be informed of the existence and particulars of the Plan. Failure to implement the Section 504 Plan can result in non-compliance with Section 504.

E. Review of Section 504 Plan

The teacher or other person(s) designated by the Section 504 Team shall monitor the student's progress and the effectiveness of the student's Plan. The teacher or other designated person will contact the parent (in person or by phone) at least annually to discuss whether the Section 504 Plan continues to be appropriate or whether any changes are necessary. If changes are to be considered, the Section 504 Team must be convened.

In addition, the Section 504 Team should be convened and the student's Section 504 Plan updated whenever the student's situation warrants a review (*e.g., during* natural transition periods, when a teacher or parent raises concerns, or when the student's performance changes).

F. Reevaluation

A reevaluation should be completed at least once every 3 years to redetermine eligibility under Section 504 and before any significant change in the student's placement.

SUSPENSION AND EXPULSION OF SECTION 504 STUDENTS

Students who are eligible under Section 504 have certain additional protections when charged with a violation of the Code of Student Conduct which may result in a suspension or expulsion that constitutes a significant change in placement. Similar to suspension or expulsion of a student with a disability under the IDEA, it is necessary to conduct a manifestation determination for a Section 504 student when:

- The suspension or expulsion will be for more than 10 consecutive school days; or
- The student has been subjected to a series of suspensions that total more than 10 school days in a school year and a pattern of exclusion exists. Whether a series of suspensions creates a pattern of exclusion is determined on a case-by-case basis taking into account the following factors: the length of each suspension, the proximity of the suspensions to one another, the similarity of the behavior that resulted in the removals and the total amount of time the student is excluded from school.

If either of the situations above applies, then the District is required to conduct a manifestation determination before any significant change in student's placement may occur. The manifestation determination should be conducted within 10 school days of the decision to change the student's placement. The parent must be invited to participate in the meeting and provided a copy of the Section 504 Notice of Procedural Safeguards. The purpose of the manifestation determination is to review whether the student's misconduct was caused by, or had a direct and substantial relationship to the student's disability; or whether the conduct was a direct result of the District's failure to implement the student's Section 504 plan.

This determination should be made by a group of persons knowledgeable about the student, the meaning of evaluation data, placement options, the student's Section 504 Plan, and the disciplinary incident. In making its determination, the Section 504 Team must review all relevant information in the student's file, the student's Section 504 plan, any teacher observations of the student, and relevant information provided by the parent.

If the Section 504 Team concludes that the student's conduct is a manifestation of the student's disability, the student must remain in (or be returned to) his/her current educational placement unless the parent and the District agree to change the student's placement. If the 504 Team concludes that the student's conduct is not a manifestation of the student's disability, the District may apply the relevant disciplinary procedures applicable to all students. Unlike the IDEA, there is no requirement to provide a student whose conduct is not a manifestation of the student's disability educational services during a disciplinary change in placement unless services are provided to similarly-situated non-disabled students.

Please note that Section 504 allows a student to be disciplined, without going through the manifestation determination review process, when the infraction results from the student's current illegal use of drugs or alcohol in violation of the Code of Student Conduct.

In the case of a Section 504 student who carries or possesses a weapon to or at school, on school premises, or to or at a school function, the District may place the student in an interim alternative educational setting for up to 45 school days if a student without a disability would be similarly disciplined. The Section 504 team must meet to develop the interim alternate educational setting after evaluating the student as described above in this Manual. The interim alternate educational setting must be educationally appropriate and the services provided must enable the student to continue to progress in the general curriculum. The interim alternate educational setting must also address the behavior prompting the disciplinary action.

IMPARTIAL DUE PROCESS HEARING

A parent who disagrees with the identification, evaluation, placement, or the provision of a free appropriate public education of a student with a disability under Section 504 has the right to request an impartial due process hearing. Request for a Section 504 due process hearing must be made in writing to the District's Section 504 Coordinator. Upon receipt of such a request, the necessary arrangements will be made by the District, including the selection of a hearing officer. A person who is an employee of the District, or any person having a personal or professional interest which would conflict with his/her objectivity in the hearing, may not be appointed as a hearing officer.

Any party to a hearing has the right to:

1. Be accompanied and advised by counsel or an individual with special knowledge or training about the problems of children with disabilities;
2. Present evidence and cross-examine witnesses;
3. Obtain a written or electronic verbatim record of the hearing or obtain alternate forms of the verbatim record to be provided in the parent's native language;
4. Obtain written or electronic findings of fact and decisions; and

5. Seek judicial review of a hearing officer decision.

The District will adhere to the following timeframes if a due process hearing is requested:

1. A hearing will be scheduled not more than 30 calendar days following receipt of the parent's written request.
2. The hearing officer will, not later than 30 calendar days after the hearing, draft a written decision (with specific findings of fact) and send a copy of the decision to each party and/or their attorneys/representatives
3. In the absence of an appeal, the District will implement the decision of the hearing officer 15 calendar days of the District's receipt of the decision.

GRIEVANCE PROCEDURE

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

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

A person may file a complaint with the Office for Civil Rights (OCR) if he/she does not wish to use the District's grievance procedure. A person who wishes to file a complaint with OCR should contact:

Office for Civil Rights
U.S. Department of Education
1350 Euclid Avenue, Suite 325
Cleveland, OH 44115
FAX: (216) 522-2573; TDD: (877) 521-2172
Telephone: (216) 522-4970
E-mail: OCR.Cleveland@ed.gov

A discrimination complaint may be filed with OCR at any time. Additionally, if a person is dissatisfied with the District's resolution of a complaint, that complaint may be filed with OCR at the address above within 60 days of the District's resolution.

GRIEVANCE PROCEDURE

The District has adopted the following Grievance Procedure for addressing complaints of discrimination under Section 504 of the Rehabilitation Act of 1973 and/or Title II of the Americans with Disabilities Act of 1990. A person is not required to use this procedure and may instead file a complaint directly with the U.S Department of Education's Office for Civil Rights, 600 Superior Avenue East, Suite 750, Cleveland, OH 44114-2611:

- Step 1:** A person who believes that he/she has been discriminated against by the District is encouraged, but is not required, to discuss the matter informally with the appropriate building principal, in the case of a student, or his/her immediate supervisor, in the case of an employee. [NOTE: If the building principal or the immediate supervisor is the subject of the complaint, or the grievant is not a student or employee, the grievant may, instead, contact the District Section 504 Coordinator]. The person receiving the complaint shall verbally convey his/her findings to both the person who alleged the violation and the person who is the subject of the complaint within 10 business days.
- Step 2:** If the informal Step 1 process does not resolve the matter, or if the grievant does not wish to use the informal procedures set forth in Step 1, a written complaint may be submitted to the District Section 504 Coordinator who will investigate the complaint. [NOTE: If the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted to the Superintendent who will appoint another administrator to conduct the investigation]. The complaint shall be signed by the grievant and include 1) the grievant's name and contact information; 2) the facts of the incident or action complained about; 3) the date of the incident or action giving rise to the complaint; 4) the type of discrimination alleged to have occurred; and 5) the specific relief sought. Names of witnesses and other evidence as deemed appropriate by the grievant may also be submitted. An investigation of the complaint will be conducted within 10 business days following the submission of the written complaint. The investigation shall include an interview of the parties and witnesses, a review of relevant evidence, and any other steps necessary to ensure a prompt and thorough investigation of the complaint. A written disposition of the complaint shall be issued within 10 business days of completion of the investigation, unless a specific written extension of time is provided to the parties. Copies of the disposition will be given to both the grievant and the person who is the subject of the complaint. If discrimination or harassment was found to have occurred, the disposition will include the steps that the District will take to prevent recurrence of any discrimination/harassment and to correct its discriminatory effects on the grievant and others, if appropriate.
- Step 3:** If the grievant wishes to appeal the decision in Step 2 above, he/she may submit a signed, written appeal to the Superintendent within 10 business days after receipt of the written disposition. The Superintendent or his designee shall respond to the complaint, in writing, within 10 business days of the date of the appeal. Copies of the response shall be provided to both the grievant and the person who is the subject of the complaint.

The District hereby provides assurance that it strictly prohibits any form of retaliation against persons who utilize this Grievance Procedure. If you have questions regarding these procedures or desire to file a complaint, please contact the District Section 504 Coordinator:

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