

Mayfield City Schools Student Handbook

❖ Elementary ❖

2014-2015

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.

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SCHOOL DAY

Elementary Schools8:00 AM – 2:30 PM

ELEMENTARY SCHOOLS

Center School, Mrs. Brule, *Principal*..... 440-995-7400
Lander School, Mrs. Evans , *Principal*440-995-7350
Gates Mills School, Mrs. Bender, *Principal*.....440-995-7500
Millridge School, Mrs. Tamee Tucker, *Principal*440-995-7250
MCHI/Millridge, Mrs. Elizabeth Scully, *Assistant Principal*...440-995-7300

Part I: General Information

Residency Requirements

Mayfield Board Policy (JECB) states: Parent(s) or Legal Guardian(s) of all students admitted to the Mayfield Schools must be currently residing in the Mayfield City School District. Legal guardianship or, in the case of separation or divorce, legal custody, must be determined by a court before a student will be admitted to the Mayfield Schools. Therefore, if you do not reside (eat, sleep, vote, etc.) within the Mayfield School District and/or are not the natural, adoptive, residential or legal guardian of a student attending the Mayfield School, you may be prosecuted by the Mayfield Board of Education to regain tuition.

Enrolling in School

Student Registration

New students enrolling in the Mayfield City Schools should register at the Central Office located at 1101 SOM Center Road next to the Mayfield Middle School. Please call ahead to make sure the appropriate secretary is available for registration. You may call 440-995-6800.

When you enroll your child, you will need to bring the following items:

1. On-line application form
2. Original Birth Certificate (a copy will be made and returned immediately)
3. Proof of residency (lease/purchase agreement, gas bill, electric bill, sewer/water bill). We will not accept a phone bill, driver's license, lease/purchase application
4. Immunization records (see below)
5. Custody papers (in the case of separation or divorce)
6. High School only – last report card (unless official transcript has been received).

Medical Requirements for School Entrance

Students will not be permitted to attend school unless immunization requirements are met. The district follows the requirements set forth in Section 3313.671 of the Ohio Revised Code. As per the revised code, an Immunization Record must be provided to the school PRIOR to the student attending school. The current requirements are posted on the Mayfield City Schools web-site and available through the Ohio Department of Health. Documentation of a Tuberculin Test done in the United States is required for students considered to be at risk according to the Center for Disease Control Risk Assessment Survey.

Scheduling and Class Assignment

The principal will assign each student to the appropriate class and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal. Parental requests for a specific teacher will NOT BE ACCEPTED; however, if there are particular circumstances surrounding the child, the parent should put these considerations in writing to the principal, void of any teacher's name.

Transfer Out of District

If a student plans to transfer from MCSD, the parent must notify the school office. School records shall be transferred within fourteen days once all school fees have been paid.

Student Records

The teachers and administrative staff keep student records. There are two types of records - directory information and confidential records. Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents or a legal guardian. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. The school must have the parents' written consent to obtain records from an outside professional or agency.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs will be charged to the requester. If a review of records is requested, please contact the Director of Special Pupil Services, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions.

Directory Information

Please notify the office in writing if you do not want your child's directory information released.

Some information in a student's educational record is defined as directory information under FERPA. Under a strict reading of FERPA, the school may disclose this type of information without the written consent of the parent/student. However, the parent/student can exercise the option to restrict the release of directory information by submitting a formal request to the school to limit disclosure. Directory information may include:

Name
Address
Phone number and email address
Dates of attendance
Enrollment status

Though it is not specifically required by FERPA, institutions should always disclose to the parent/student that such information is considered by the school to be directory information and, as such, may be disclosed to a third party upon request. Institutions should err on the side of caution and request, in writing, that the parent/student allow the school to disclose directory information to third parties.

School Fees

Students enrolled in District schools are furnished basic textbooks without cost. However, a fee for consumable materials and supplies used in the instructional program is established at the beginning of each school year and may vary as the cost of materials and supplies fluctuate.

School fees may be paid through SPSEZpay website, which can be accessed via the following link – <http://www.spsezpay.com/MayfieldCity> or with check or money order. Parents can link from the district's website: www.mayfieldschools.org

If a student is eligible for free or reduced lunch through the District's food service program, the student is also eligible to have fees waived or reduced. A waiver of confidentiality, free/reduced lunch program form, may be obtained through the school office. This form must be completed before a student's fee will be waived or reduced.

Pre-paid Lunches

Students may purchase a lunch or bring a packed lunch. In order to ensure that a student always has a lunch available, parents may prepay lunches by submitting a check (made payable to *Mayfield Food Service*) Please put the check in an envelope with student's name and check amount. You can also pay via credit card or checking account online at www.spsezpay.com/MayfieldCity. In order to access your child's account you need the six digit student ID number located on his or her report card or by calling the office. Parents can also view his or her child's account balance, most recent transactions, and set up low balance notifications at the same website or by linking from the district's website: www.mayfieldschools.org. Lunch Menus are also posted on the website. This system frees students from fumbling with cash or tickets and allows parents to monitor what their children are eating for lunch.

Attendance

Attending school is both necessary and the law. State law requires school attendance until the age of eighteen. Students who do not maintain good attendance may fail courses, lose certain privileges, and/or have their parents taken to court. Punctuality and regular attendance contribute to a child's success in school and in future jobs. Missed class work often cannot be reconstructed or "made up" completely. Mayfield City Schools has an attendance policy to avoid these negative consequences.

Students are expected to attend school regularly. Daily attendance records are kept. When children are ill, they should be at home. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student (and parents whose child is in grades K-5) to obtain missed assignments. Make-up work can be requested for students who have been absent. Requests should be made to the office prior to 9:00 AM Work can be picked up in the office between 2:30 PM and 3:00 PM on the day the request is made. Any student, who is absent for all or part of the day without a legitimate excuse, shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

Student attendance rules:

- Tardy – if arrival is after 8:00 but before 9:30 AM
- All Day Absence – if signed out before 9:30 AM
- Half Day Absence – if arrival is after 9:30 AM
- Half Day Absence – if signed out between 9:30 – 1:00 PM
- All Day Absence – if arrival is after 1:30 PM
- No Penalty – if signed out after 1:00 PM or out for 2 hours or less

Tardiness - Tardiness establishes a negative habit and disrupts the classroom; those students start their day behind the other students. A student who is not in his/her assigned location by 8:00 AM shall be considered tardy.

Any student arriving late to school is required to report **with** his/her parent(s) to sign in at the school office before going to class. All students are to enter through the main door. All other doors are locked.

The number of absences and tardies appears on report cards. In accordance with O.R.C.3321.19, the administration will develop intervention strategies for those students with excessive absences/tardies. These strategies may include:

- At 10 absences, the parent(s) will receive a notification letter
- At 12 absences, the parent(s) will meet with the principal
- At 15 absences, authorized medical documentation will be requested for absence verification
- At 20 absences, the school will make a report to Human Services
- At 30 absences, the student will be in jeopardy of being retained

Reporting Absences

Your child's well being throughout the day is very important to us, so we ask whenever your child will be absent or tardy, that you communicate this information to the school's main office so we know not to expect him/her at school.

You may call in your child's absence at any time. Leave a message on the school voicemail. Call in all absences before 8:30 AM on the day of the absence. Give the student's name and the reason for the absence; i.e., illness (also include the child's symptoms), funeral, out of town, or doctor's appointment.

1. 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 AM and 8:00 AM.
2. 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.
3. If the child must enter or leave during the school day, it is required that the parent accompanies the child out or into the building's office.
4. Parents are encouraged to make appointments with doctors, dentists, orthodontists, etc. after school hours or on the weekends.

Tardiness

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 the office personnel prior to entering the classroom.
2. For repeated tardiness, alternative consequences may be assigned such as exclusion.

Absences

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 make-up work and to turn the work in to the teachers

Early Dismissal

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the school office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without both a verbal and written permission note signed by the custodial parent(s) or guardian.

Withdrawal/Transfer from School

No student under the age of 18 is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law.

Parents must notify the Principal about plans to transfer their child to another school and sign a withdraw/transcript release form that will include the of date of withdrawal, name and address of new school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' written request.

During the summer, print the withdraw/transfer form from www.mayfieldschools.org under registration. Bring or mail the completed form to Pupil Services at Central Office. The law requires that a parent must sign a transcript release form before a transcript can be sent to another school.

Arrival Procedures

Elementary schools open at 7:30 AM. Students may not enter the building until supervision is available.

Students must report to the classroom prior to 8:00 AM or are considered tardy. Students arriving after 8:00 AM must go directly to the office, accompanied by a parent/guardian, to sign the office register. The student then will be given a pass prior to going to class.

No student is permitted to ride a bicycle to school.

Morning Drop-Offs

**Since each elementary building is unique, please check with each building for drop-off directions

Riding the bus is a privilege. In order to assure that the bus ride is safe for all students, please read the transportation guidelines distributed by the Transportation Department and sent home the first day of school with your child.

Dismissal/Transportation Procedures (See Transportation)

Riding the bus is a privilege. Students who ride school buses are expected to follow all school rules and regulations and must follow the instructions of the school bus driver, teachers, instructional assistants, chaperones, etc. Any violation of the rules and policies may result in the suspension of bus riding privileges and/or other disciplinary measures deemed appropriate by school administration.

In order to assure that the bus ride is safe for all students, please read the transportation guidelines distributed by the Transportation Department and sent home the first day of school with your child.

Bus Garage: 440-995-7890

- All students are expected to follow their regular classroom dismissal procedures.
- In order to ensure the safety of our students to avoid unnecessary confusion during our dismissal process, it is necessary for any student dismissal change to be accompanied by a signed note from a parent or guardian. If you have a student going to a different location after school, a note of authorization is required. If you are a parent having students other than your own coming to your home after school, a note of authorization is also required.
- Examples of changes that require written notification include:
 - Same bus, but to a different home
 - Different bus
 - Parental pick-up
 - No parental pick-up
 - Going home with another adult

DO NOT LEAVE CHANGE MESSAGES or EMAIL ON THE DAY OF THE CHANGE. CALL BACK UNTIL YOU REACH OFFICE STAFF.

- Students leaving during the school day must be signed out in the office by a parent or authorized person. Do not go directly to the classroom to pick up your child. Go to the office and your child will be called to the school office for early pickup. If the student returns the same day, he/she must be signed back in at the office by an adult.
- After school supervision of students is not available beyond 2:30 PM. When a student is not picked up, staff will make every effort to contact people listed on the child's emergency card. If no one responds, the police may be called. An officer will supervise the student until the parent arrives.
- **If no notification has been received by dismissal, your child will go home on his/her regular**

bus.

- Students are dismissed at 2:30.
- Kindergarten students **MUST** be met at the bus stop by an authorized adult.
- School bus discipline
 - Consequences are at the discretion of the principal depending on the circumstances (may include removal from bus). Serious misbehavior on the bus may also be cause for consequences up to and including suspension or expulsion from school.

Child Custody

Parents have an obligation to inform the school any time the custody of a child changes. In compliance with the Missing Children's Act, we must see the original recorded court order in its entirety. A copy will be made, with the original being returned immediately to you. A child cannot be released to anyone except the residential parent or guardian, or to an adult designated by the residential parent or guardian. The office staff will make positive identification of the adult who is picking up the child. The adult must sign for the child's release.

Non-Residential Parents

A divorce or change in custody of a child does not change the rights of a natural parent to be informed about the child's education. The Board of Education believes it is appropriate to afford non-residential parents the opportunity to be informed and to participate in the education of their child; and supports their rights to request and receive a copy of the child's report card /permanent record and to hold a conference with the child's teacher(s). Upon request, non-custodial parents shall be entitled to exercise all parental rights not restricted by a legal court order.

Step-parents have no rights to records, reports, or conferences unless these rights are conferred on them by the custodial parent.

Visitors

Ohio law requires that ALL visitors to any school building report to the office upon entering the school and before visiting classrooms to sign in. Visitors are carefully monitored. Any visitor found in the building without signing in will be reported to the principal.

Parents may request to visit the classroom by contacting the appropriate administrator in advance. If a person wishes to confer with a member of the staff, he/she should call for an appointment PRIOR to coming to the school in order to prevent any inconvenience.

Children who do not attend school in Mayfield who may be in the building for some reason must follow the building guidelines. **Students may not bring visitors to school without prior written permission from the Principal.**

On occasion, a parent may wish to observe his or her child in the classroom setting or have a trained representative observe their child for the purposes of collecting data to make informed educational decisions. In order to protect the privacy rights of other students and to limit the disruption of the normal classroom operation, you may request guidelines that need to be followed when an observation is scheduled. A signed Mayfield Schools permission form is required (available in the main office at each building, signed by the principal). You must report to the

office when bringing children to school, picking them up during the school day, and/or delivering any items to school.

Parent Volunteers

Each elementary building considers its parent volunteers a vital resource. Our schools provide many special opportunities for students, and many of these experiences are made possible through the volunteer efforts of parents and others. We expect all parents to give in some way, not only so that all children may benefit, but also so their own child gains a more positive feeling of seeing the home and school working together.

- Contact your child's teacher if you wish to volunteer in the classroom.
- If you wish to volunteer in any part of the school, please contact the office.
- You may also contact the president of your school's parent/teacher group if you have time or special skills you can donate to make the school a better place for students to learn and grow.
- In addition, the District Central Office maintains a list of district-wide activities for volunteers; contact Adult Volunteer Services, 995-6800.

Classroom Concerns

In order to build open lines of communication between the home and school, parents are encouraged to contact the teacher if they have a question or there is information that might help guide the teacher in working with their child. Open lines of communication foster a positive learning experience for each child.

Parent Accountability

As a parent, you are a vital part of your child's school success. We are counting on you to do the following:

- Send your child to school regularly and on time and notify the school of any absence.
- Provide a regular time and place where your child can do homework undisturbed.
- Check homework to make sure it has been completed according to the directions, and offer to help without giving answers.
- Schedule and attend Parent/Teacher conferences and establish good school/home communication.
- Participate in school activities.
- Contact the teacher and/or schedule a conference when a question or concern arises.
- Be sure your child is dressed appropriately for learning and for the weather.
- Provide a nutritional breakfast and lunch or provide lunch money daily. Research has proven that a healthy breakfast contributes to a child's readiness to learn.
- Label any personal items your child brings to school.
- Support school rules, procedures, policies, and discipline.
- Supervise students and siblings at extracurricular events.

Medical Appointments

Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours if possible. If an emergency appointment has to be scheduled during the school day, we ask that a note be sent or a call made to the office so the teacher will be aware of the situation. The child/parent is responsible for all work missed. Parents are to report to the office to sign out their child.

Vacation during School

Parents are discouraged from taking their child out of school for vacation. When a family vacation must be scheduled during the school year, the parents are required to fill out a vacation form that is to be returned to the school office prior to the vacation. Parents are responsible for helping their child learn any missed content. Teachers are not required to have assignments prepared prior to vacation. Completed missed assignments are due on the day that equals the number of days missed; i.e., if five days were missed due to vacation, the completed assignments are due on the fifth school day upon your return.

Proper School Attire

Please be sure your child is dressed appropriately for school each day. Elementary students are not permitted to wear shoes with wheels, short shorts, muscle shirts, tank tops with narrow straps and large armholes, or shirts that show bare midriffs. Students are also not permitted to wear T-shirts or sweatshirts with inappropriate pictures and/or slogans. If a student is dressed inappropriately, we will call home. If you have questions regarding the length of shorts your child chooses to wear, please send an extra pair to school with your child. The fingertip test is a good benchmark (shorts should not be above the fingertip when the child has his/her arms flush to his/her side). While students are permitted to wear flip flops and crocs to school, they are not the safest foot attire for outdoor playground recess. Hard asphalt surfaces, playground equipment, and wood chips can be hurtful to little feet. Your cooperation in this matter would be greatly appreciated.

Recess Policy

Recess shall be held outdoors on days that are 20 degrees or warmer and have a wind chill factor of 10 degrees or greater. Parents shall ensure the proper dress for their children such as sending them to school with warm clothes and boots. Students are expected to participate in recess unless they are returning from an absence. In the case of an absence, students may be excused from recess for one day upon the written request of the parent after an absence for illness. Requests for more than one day will need to be accompanied by a doctor's excuse.

Birthday Policy

Please let the teacher know in advance if you plan to send in something special for your child to share with his/her class. Please choose a non-food treat like bubbles, erasers, coloring books, or stickers. These items should be devoid of any religious connotation and/or symbols. Due to food allergies and restrictions, **food items are not permitted**. Birthday celebrations will last no more than five minutes of academic time.

Children who have a summer birthday are encouraged to pick another day to celebrate with the class or the teacher may assign a day.

Because the feelings of young children are often hurt if they are not included in an activity of their classmates, we ask that the parent find alternative avenues to disperse party invitations other than the school environment if only selected children are being invited.

Party invitations may be distributed at school using the following guidelines:

1. ALL students or all students of the same gender in the homeroom are invited.

2. Invitations may only be distributed before 8:00 AM, during lunch or recess, or between 2:15 PM and 2:30 PM

Student Valuables

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school is not liable for any loss or damage to personal valuables.

Medical Authorization for Emergencies

The Mayfield City Schools Board of Education has established a policy for every student to have an Emergency Authorization for In-School Emergencies (“Emergency Card”) completed and signed by his/her parent or legal guardian. The main purpose of the card is to provide the school with parental/guardian instructions and consent in the event the child has a medical emergency while under school authority. In addition, failure to return the completed form to the school will jeopardize a student’s educational program as it is required for participation in field trips and extracurricular activities on and off school grounds. Another purpose of the Emergency Card is to provide significant health information. This includes the names of the doctor and dentist you wish to be contacted by EMS for the child in an emergency.

The school may request more than one Emergency Card be completed. It is important the cards be completed accurately and returned to school immediately.

A child who becomes ill or injured will be sent to the clinic. The nurse or HCPP will determine if the illness or injury warrants parent notification and then follow the instructions on the Emergency Card. It is very important to have working numbers and additional emergency contacts listed on the card. Additional emergency contacts should be someone who might be able to find you or would be able to pick your child up from school. When a child is sick or injured and requires immediate medical services, every effort will be made to contact the parent so that he/she can make any emergency decisions. If necessary, EMS will be called and the child will be taken to the hospital.

If your telephone number, address, name, place of employment, or child’s health change during the school year, please notify the school office immediately. You are responsible for notifying the clinic staff with health changes for them to update the Emergency Card and notify appropriate staff.

Health Information

A School Nurse or a Healthcare Paraprofessional (HCPP) staffs the clinic during school hours. A School Nurse is on call at all times for major emergencies and consultations.

Students are referred to the clinic when illness or injury occurs during the school day. The clinic staff follows approved first aid procedures. If appropriate, the student will be cared for and sent back to class. A parent will be called if a child is too ill or injured to remain in school. The Emergency Card will be used, calling the parents first. If unable to reach the parent the other contacts will be called. Your child will be released only to the custodial parents or to the person designated by the custodial parent on the Emergency Card.

If your child is ill during the night or in the morning, please do not send him/her to school. When you send your child to school it is assumed that he/she is well enough to attend school.

Hearing and Vision Screening

Hearing and vision are screened in grades K, 1, 3, and 5 in accordance with the requirements set forth by the Ohio Department of Health in the Ohio Revised Code. All kindergarten children are screened for vision and hearing prior to the beginning of school or by November 1. In addition, these tests are given to new students and referrals from staff members. If a hearing or vision problem arises during the school year, the nurse screens the student individually. If a problem is found, a notice is sent to the parent or guardian. Vision screening according to guidelines set by the Ohio Department of Health. Near vision screening is not part of these requirements.

Illness or Injury at School

When a child has been injured or becomes ill in school, the nurse or health paraprofessional will determine if the child should remain in school or go home. The child's parents will be required to pick up their child from school if the child's temperature is 100 degrees or higher, or if the child is vomiting, has diarrhea, or a rash. It is expected that the parent will come within one hour of notification for his or her ill or injured child. The clinic cannot accommodate sick or injured children for a prolonged time. A child with a fever, vomiting, or other symptoms of severe illness is not permitted on the school bus or van to go home or to day care.

The parents of children who have had surgery or medical procedure, have been in the hospital, have had injuries that limit their activity, or have had serious illnesses causing lengthy absences must have a letter from their health care provider stating the child can return to school and what restrictions/accommodations are necessary upon return. Please speak to the nurse or HCPP before returning your child to school so arrangements can be made for restrictions or accommodations. This includes children returning to school with casts, crutches, or splints. We discourage crutch use at school for young children as they lack the coordination to safely use them.

Immunizations

Each student's immunization record must be provided to the school before the student can attend school. You will be notified by Health Services if additional immunizations are required according to the Ohio Department of Health based on Ohio Revised Code 3313.671. Your child must be considered in process or fully immunized by the 15th day of school or they will be excluded from school attendance as detailed in the Ohio Revised Code.

Control of Communicable Diseases and Pests

Due to the high concentration of people in a school, it is necessary to take specific measures when the health and safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who is ill or has been exposed to a communicable disease or has highly transient pests. This includes strep infections, impetigo, lice, scabies, diphtheria, scarlet fever, whooping cough, mumps, measles, rubella, and any other condition indicated by the Local and State Health Departments. Any removal will be for the contagious period only as specified by the Centers for Disease Control guidelines provided by the Ohio Department of Health.

Parents are requested to report to the student's school if their child has any communicable disease. This includes strep infections, impetigo, lice, scabies, etc. In the case of strep throat, children should **NOT** be sent to school while waiting for test results, specifically the 24 hour result. If strep has been confirmed, the child should not come to school until 24 hours after antibiotic treatment is initiated AND is symptom free.

If a staff member finds any bug on or evidence of bug infestation on your child, he/she will be sent to the clinic. Determination as to type of bug will be attempted. The parent will be notified.

- If it is determined to be a tick, the parent will be asked advice/permission on removal. The bug will be saved after removal.
- If your child is determined to have acquired lice, he/she needs picked up from school and be "nit free" (no lice eggs on hair shafts) to return to school. One of the clinic staff must check your child's hair for re-admission to the classroom.
- If it is determined to be a bed bug, your child will need to be picked up from school and be requested to check in the clinic each morning before attending class while the home situation is addressed by the family.

Children should not come to school until wellness is assured for one full day and there has not been a temperature above 100 degrees for 24 hours (without "anti-fever" medication). Parents should keep their child home until the child is no longer contagious and feels well. We understand this can be difficult with parent work obligations. Be sure to be prepared with ill child day care plans made in advance.

Administration of Medication during School Hours

It is the policy of the Mayfield Board of Education to discourage the administration of medication to students by school personnel. However, for students who require medication at school, written guidelines must be given to the parents, a written request from the physician must be on file in the school office, and a signed parent permission form must be submitted to the building Principal before any medication can be administered in school. **If the child must have medication of any type given during school hours, including over-the-counter drugs, the parents must adhere to the following requirements:**

- Obtain a copy of the "Authorization for Medication to be Taken During School Hours" from the School Nurse or the Health Paraprofessional or downloaded from the Mayfield Schools website under the Parent Section
- Complete and sign the top portion. The Physician/Healthcare provider must complete the lower section for either prescription or non-prescription drugs, and signed and stamped by the doctor. **Renewal of this form is required at the beginning of each school year or if there are changes to the prescription. These forms can be faxed to the school.**
- Obtain a copy of the "Authorization for Medication to be Taken During School Hours" from the School Nurse or the Health Paraprofessional.
- Complete and sign the top portion. Take the form to the child's doctor and have it completely filled out, for either prescription or non-prescription drugs, and signed and stamped by the doctor. **Renewal of this form is required at the beginning of each school year.**
- The completed form must be returned to the School Nurse before the first dose of medication can be administered. This form will be kept on file at school.
- Only staff trained by the school in administration of medications will administer the medication.
- Parents must deliver the medication to the school unless arrangements are made with the school nurse or the nurse's designee. EVERY TIME MEDICATION IS BROUGHT TO

SCHOOL, THE PARENT MUST CONFIRM WITH THE CLINIC STAFF THE NUMBER OF PILLS or DOSES BROUGHT.

Medication will be given from original and properly labeled containers only. In the instance of prescription medications, a pharmacy-labeled container is required with the following information:

- Student's name
- Dosage
- Name of drug
- Time interval
- Strength supplied
- Date of Expiration

The pharmacy label directions must match the doctor's prescription order. The parent must ask for a second properly labeled container for use at school.

When medication to be given is an over-the-counter type, the container must have:

- A manufacturer's label identifying the medication
- Dosage schedules
- Student's name

If the medication, dosage, or time interval is changed, the above steps must be repeated.

Additional Medication Information

Parents should determine, with their physician's counsel, whether the medication schedule can be adjusted to avoid administering medication during school hours.

Medications will be properly secured in the clinic. Medication must be delivered to school directly by the parent. This should be arranged in advance. A two-to-four week supply of medication is recommended. Medications CANNOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person.

Any unused medication unclaimed by the parent will be destroyed by school personnel at the end of a school year (the day after the last school day).

The parents have the sole responsibility to instruct their child to take the medication at the scheduled time.

A log for each prescribed medication shall be maintained that will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

School Safety

The Board of Education is committed to maintaining a safe and drug-free environment in all of the District's schools. The Board believes that school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s), and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

School Safety Plan:

To that end, the Director of Business Services or designee shall develop a School Safety Plan with input from representatives of the local law enforcement agencies; the local Fire Marshall(s) or his/her designee(s); representative(s) from emergency medical services;

- A. Members of the Board
- B. Building administrators
- C. Representatives from the local emergency management service agency
- D. School Resource Officer(s)
- E. Parents
- F. Safety committee members.

The School Safety Plan shall be comprehensive and consider each school building under the Board's control. Thereafter, the Director of Business Services shall convene a meeting annually for the purpose of reviewing the *School Safety Plan*, and making modifications as deemed necessary and proper; identifying additional training that might be needed; and discussing any other such related matters as may be deemed to be necessary by the participants. The Superintendent shall also convene a meeting whenever a major modification to a school building requires changes in the procedures outlined in the School Safety Plan. Participants in this meeting shall include the Superintendent; representatives of the local law enforcement agencies; the local Fire Marshall(s) or his/her designee(s); representative(s) from emergency medical services;

- A. Members of the Board
- B. Building administrators
- C. Representative(s) from the local emergency management service agency
- D. Parents
- E. Staff
- F. School Resource Officer(s)
- G. Safety committee members

The Superintendent or designee shall make a report to the Board about this review and recommend the approval and adoption of any proposed revisions or additions to the *School Safety Plan*.

Upon approval and adoption of the School Safety Plan by the Board, the Director of Business Services shall file a copy of such Plan and a blueprint of each building with the following:

- A. each law enforcement agency that has jurisdiction over the school building
- B. upon request, the local fire department serving the area in which the school district is located

Additionally, the Director of Business Services shall file a copy of the School Safety Plan and a copy of each building floor plan with the Attorney General, who will post the information on the Ohio Law Enforcement Gateway. If the Board revises the School Safety Plan, building blueprint or building floor plan, it shall file a copy of such revised document with the above-referenced entities within ninety-one (91) days of the Board's adoption of the revision.

Copies of the School Safety Plan and blueprints shall not be considered public records; however, building floor plans are subject to public disclosure.

The Board shall grant access to each school building to law enforcement personnel in order to enable such personnel to conduct training sessions for responding to threats and emergency events affecting the School District and/or a school building. Such access shall be provided outside of student instructional hours and an employee of the Board shall be present in the building during the training sessions.

Prior to the opening day of each school year, the Superintendent shall inform each enrolled student and the student's parent of the procedures to be used to notify parents in the event of an emergency or a serious threat to safety. Also, see Policy 8420 – Emergency Situations at School.

Safe and Drug-Free Schools As a part of the School Safety Plan, the Board shall verify that it has procedures in place for keeping schools safe and drug-free that include (see also, Form 8330 F15 entitled Checklist of Policies and Guidelines Addressing No Child Left Behind Act of 2001):

Fire, Tornado, and Lockdown Drills

The school complies with all safety laws and will conduct monthly fire drills in accordance with State law. Specific instructions on how to proceed will be provided to the students by the teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be practiced several times during the Ohio tornado season. All students will know where to go to get in to a "duck and cover" position and away from all windows.

Lockdown drills will be practiced during the school year. While a lockdown drill is taking place, all building doors will be locked for the duration of the drill.

Safety drills will be conducted once per school year. Administrators and teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

Emergency Closing and Delays

Cancellation of school takes place only during circumstances such as extreme weather or equipment failure. The School Board and administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances.

Schools are not closed unless weather is unusually severe. District police and service departments, area school districts, and the Mayfield Schools' snow clearing crews are consulted each time the weather is unusually severe. The Superintendent of Schools has the final responsibility for school closings and delayed openings. The primary consideration is one related to the safety and welfare of both students and staff.

If school is to be closed, the Associated Press is informed by 6:30 AM The AP flashes the news to area radio and television stations. If parents do not see or hear a snow-closing announcement about Mayfield Schools by 7:00 AM, they may assume the schools are open that day. The parents

may also check the Mayfield City Schools website at: www.mayfieldschools.org. Parents should not call school officials, as their lines must be kept open for official communications. Mayfield City School District closing information may be heard on any one of the following television and radio stations: Ohio News Network, WKYC Channel 3, WEWS Channel 5 - Newsnet5, PAX 23 News, TV FOX 8 – WJW Channel 8, WOIO Channel 19, WUAB Channel 43, WTAM 1100, WGAR 99.5, WHLO 640, WKDD 98.1, MAJIC WMJI 105.7, WMMS 100.7, MIX 106.5, KISS 96.5, WCRF 103.3, WELW – AM 1330.

In the UNUSUAL circumstance where school must be canceled during the school day, the staff will determine that all students have satisfactory transportation and supervision at their homes before releasing them from school.

Use of School Equipment and Facilities

Students who damage or destroy property, lose books or are in any way destructive will be held responsible for replacing or repairing the damage. Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal or another member of Staff to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

If a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or repair costs. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Conduct Code.

PART II: ACADEMICS

Grading Periods

Mayfield City Schools grade reporting is done solely online through Pinnacle Internet Viewer (PIV) at the end of each nine-week period.

Class Reports

The Class Reports area of PIV will give you details of a selected class with the assignments (including Checkpoints, Class Homework and Summatives), or the standards that have been observed for that Marking Period.

Grading Policy

For information visit the Mayfield Webpage under Curriculum for PIV information for a better understanding of the grading scale.

Students are held accountable for academic work given at their individual achievement level or according to their Individualized Education Plan (IEP) goals.

Student Assessment

To measure student progress, students will be tested in accordance with State standards and District policy.

Standardized tests are also given to students in other grades to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests are used to assess student progress and to assign grades. These are selected or prepared by the teachers to assess how well the students have achieved specific objectives.

These tests are extremely important; therefore, every effort must be made to attend school on all test days and to arrive promptly. Before any test administration, students need to have a nutritious breakfast and get plenty of rest.

Homework

All students are expected to achieve to their highest potential. To ensure this, students must have the additional practice and reinforcement that homework provides. Homework is a method of extending academic learning into the home, providing drill and practice, and preparing the student for the next school day.

Board Policy requires a graduated plan for home assignments in the elementary school. The Principal is responsible for verifying that procedures addressing homework, grading, and examinations are followed.

Homework should be an extension of the classroom and should be understood by all students. Homework is to be completed by students, not parents, unless otherwise instructed by the teacher. There may be times when parents need to offer assistance, however, any problems that arise should be brought to the teacher's attention.

All students, beginning in kindergarten, can benefit from homework assignments. The length and type of homework will greatly differ between first and fifth grades.

Homework will not be used for disciplinary reasons, but only to enhance learning. If a student does not finish the daily assignments in school, he/she may have to complete these assignments at home. Parents are expected to establish a homework routine with their child each night. Homework time needs to be a priority. A homework "office" needs to be created with the child in a well-lit area with little or no distractions.

Children develop good study habits when parents emphasize their importance. Following these homework guidelines will benefit children throughout their education.

PART IV – STUDENT CONDUCT

RULES AND REGULATIONS

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

Dangerous Weapons in School

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

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

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

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

The Board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined as, but not limited to, metal knuckles, straight razors, explosives, noxious irritants or poisonous gases, poisons, drugs, or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents, or community members, may be subject to expulsion. **Refer to Rule 6. Dangerous Weapons and Instruments.**

Drug-Free Schools

In accordance with Federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by the State statute or substance that could be considered a "look-alike" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process, for up to and including expulsion from school. When required by State law, the District will notify law enforcement.

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

1. All "controlled substances" which are designated and prohibited by federal or Ohio statute
2. All chemicals which release toxic vapors, except when used appropriately in the context of an educational course, school program, or employment

3. All alcoholic beverages, including "near beer," which have an alcoholic content, regardless of whether that content is so small as to be exempt from state taxes on alcohol
4. All prescription and patent drugs, except those permitted under Board policy including JHCD (Oral Medication and Medical Procedures)
5. Anabolic steroids
6. Any substance that is a "look-a-like" to any of the above.

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

Gang Involvement/Activity

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

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

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

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

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

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

Bullying and Other Forms of Aggressive Behavior

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

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

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

Harassment, intimidation, or bullying means:

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

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

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

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

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

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

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

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

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

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

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

Complaints

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

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

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

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

Use of Computer Resources

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

- A. Any student use of computers should be directly related to curricular or extra-curricular programs authorized by the Board of Education. If there is any doubt on this point, the student must be able to identify which teacher or advisor has authorized the use in question. For example, computer games would be appropriate only if authorized by a teacher or advisor for a specific group of individuals for a specific program-related purpose.
- B. Files stored on school computers are restricted to school-related assignments only; personal files may not be stored. Students are permitted to use their own diskettes (or their own personal computers) for data storage of their work. Computer users must respect the privacy and ownership of files and documents. Students are not to examine, move, alter or delete any computer files that do not belong to the student, even if the owner has left the file unprotected.
- C. All copyright laws and ownership rights of commercial software must be observed. Students may not make copies of any such software programs. Students may not use non-school software on school equipment without prior approval by a teacher or network administrator.
- D. Computer application programs and system software installed on school computers are configured for general use by a variety of students and staff members. Students shall not alter any setting within operating systems of application programs, and shall not delete any file or knowingly introduce a computer virus to any school program.
- E. Students shall not damage nor vandalize any school hardware or software.
- F. Students may be given assigned disk space for storing personal computer files. School staff members are not responsible for maintaining the integrity of these files. Students' own cd/flash drive may only be inserted in computers designated for this purpose, and subject to a virus scan.
- G. A student may use only his/her own password, as prescribed by the teacher, when using computers. A student may not alter another person's password, files, directories, or programs. A student may not access or attempt to access school or District networks, or student, financial, accounting, or personnel files.
- H. The use of telecommunications equipment is restricted to school related projects/activities, and its use must be supervised by a teacher, aide, adult volunteer, or other person authorized by and working for the school.

- I. No student is permitted without authorization and supervision by school personnel to establish or attempt to establish computer contact with internal or external computer networks, including free or commercial on-line services, or unauthorized databases, using either School District or personal equipment (or their own personal computers while in school).
- J. In some cases, students may participate in a teacher-planned activity that involves access to the Internet. The nature of the Internet makes it impractical to restrict users from accessing all potentially inappropriate sites. In fact, the greatest attribute of the Internet is its ability to locate a wealth of relevant and often unpredicted sources of information. While such an activity would only be permitted under the close supervision of a teacher, students may stumble onto an Internet site that is inappropriate, just as they might find an inappropriate TV program at home while clicking the remote control.
- K. Internet users or students in a position to use the Internet with school equipment (or their own personal computers while in school) must complete an Internet Use Consent Form, signed by the parent/guardian, and such form must be on file in the school prior to Internet use by a student. Internet access passwords will be issued only to those students whose parents agree to their use of the Internet. 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 disk space, on-line access time, and data transfer over a network.
- N. Students may not use school computers (or their own personal computers while in school) in any inappropriate way. Examples of inappropriate use include, but are not limited to: uploading, downloading, or viewing obscene, vulgar, threatening, or abusive language or materials; any illegal activity; any commercial transactions; any activity that violates another user's privacy, including use of or disclosure of another's password, address, phone number, or social security number.

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

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

Discipline

Administrative Procedure: Students who do not act in accordance with school rules and regulations are subject to disciplinary action. Faculty members may assign detentions, or refer the student to the appropriate administrator. After discussion with the student and consideration of the facts, the administrator will determine the appropriate course of action including parent conference, detentions, exclusion, suspension, and in extreme cases, recommendation for expulsion.

The discipline of a student is the teacher's responsibility. A student is referred to the office if counseling and minor penalties issued by the teacher do not help to solve the problem. At this point, depending on the attitude of the student and the severity of the offense, the following discipline may be used:

1. Written assignment or work detail
2. Notification of parents for assistance at home
3. Removal from a class for an indefinite period
4. Parent conference
5. Detention system
6. Exclusion from class
7. Suspension from school
8. Juvenile Court referral
9. Expulsion

Suspension

Suspension from school is used as a disciplinary measure when students violate the Student Code of Conduct to various degrees and when the student poses a danger to self or others. After the student has been afforded the right to due process, the administrator may suspend a student from school at his/her discretion. Upon arrival at the office, the student shall receive a notice clearly stating the violation committed and that he may be suspended if the violation is found to be true. Due process will be followed, and the necessary steps will be taken in the suspension of the student.

Students who are suspended from school are not permitted to receive credit for tests and assignments missed while under suspension (students will receive a grade of F in the grade book for missed tests and assignments).

Students are permitted to turn in assignments and projects that were assigned prior to the suspension for credit. A student who is suspended is encouraged to complete all work assigned during the period of suspension in order to maintain an understanding of the coursework he/she misses. Although the student will not receive credit, he/she will be better prepared to return to classes at the end of the suspension period.

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

Expulsion

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

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

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

Due Process

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

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

Jurisdiction

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

STUDENT CODE OF CONDUCT

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

Part I –Rights and Responsibilities

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

Part II – Code of Conduct

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

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

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

Mayfield Schools 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

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.

Class cutting is not permitted under any circumstances and is considered a form of truancy. Students receive no credit for work missed during truancy or class cutting.

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. In addition, a police report may be filed

with the appropriate authorities.

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

Rule 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. Students over eighteen (18) years of age shall be liable for damage they cause. It shall be the policy of the Board to vigorously pursue recovery of all damages from students and parents. Vandalism and disregard for school property will not be tolerated.

Rule 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 pagers, cell phones, laser pens, lock picks, TV/DVR remotes or other devices that disrupt class, assemblies, or programs).

Use of Cell Phones and Other Electronic Devices

- Cell phones and other electronic devices must not be visible inside the building during the regular school day.
- Cell phones and other electronic devices must be turned off inside the building during the regular school day.
- For academic and safety purposes students are not permitted to use electronic devices to listen to music during the regular school day.
- To protect personal privacy and academic integrity, camera phones and phones equipped with calculators, Internet access and text messaging are prohibited during the regular school day.

- The use of technological devices for academic purposes or to support academics is left to the discretion 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 or use any form of tobacco on school property, in school buses, in the school zones next to the building, or at any school-sponsored events away from Mayfield. This includes electronic or water vapor devices.

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

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 and Mayfield High School 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 High 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 will result in "0" for the exam or assignment. Further cheating in the same grading period will result in failure for the grading period.

Rule 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 or outside the building without permission (such as, in the parking lot, in the rear of the building) will be considered 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 Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

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

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

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying means:

Any intentional written, verbal, graphic, electronic, or physical act that a student or group of

students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or

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

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

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

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

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

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

If the investigation finds an instance of harassment, intimidation, and/or bullying/ cyber bullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials. Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

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

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

Complaints

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

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

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

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

PART V – TRANSPORTATION

It is the policy of the Board of Education to provide transportation for those students whose distance from their school makes this service necessary within the limitations established by State law. Such laws and rules shall govern any question not covered by this policy.

School buses shall be purchased, housed, and maintained by the Board for the transportation of resident students between their home areas and the schools of the District to which they are assigned or to their nonpublic or community schools. The Superintendent may substitute smaller buses for reasons of economy or efficiency of operation.

Children living beyond the following walking limits shall be entitled to bus transportation:

- Kindergarten in morning, or afternoon - one (1) mile

- Grades 1 through 6 - one (1) mile
- Grades 7 through 12 - one (1) mile

Exceptions to the foregoing limits may be made in the case of a temporarily or permanently-disabled child who has been so certified by a physician and in the case of adverse safety conditions as determined by the District.

Transportation of eligible vocational or special education children between their home areas and schools outside the District shall be arranged through the use of Board-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner. The governing authority of a community school shall provide or arrange for transportation free of charge for any eligible special education student enrolled in the community school for which the student's individualized education program specifies transportation.

Transportation to and from school shall be provided for each student residing in the District and attending a State-chartered nonpublic school that is located within the thirty (30) minute travel limitation established by State law on the same basis as established for resident students as set forth above. Chartered nonpublic school students who are transported by the Board may be assigned to ride on buses upon which resident students are also assigned. Furthermore, transportation to and from school shall be provided for each native student (i.e., student entitled to attend school in the District under R.C. 3313.64 or R.C. 3313.65) attending an approved community school. However, if that community school is located outside the District, transportation will only be provided consistent with the thirty (30) minute travel limitation established by State law. Native students attending an approved community school located within the District will be provided transportation on the same basis as established for resident students set forth above. Students transported to an approved community school may be assigned to ride on buses upon which resident students are also assigned.

Transportation of eligible nonpublic or community school children between their home areas and schools shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner. However, if the Board determines that said transportation is impracticable, then the parent(s) shall be provided payment-in-lieu of transportation at the amount established by State law, unless otherwise directed by action of the State Board of Education.

The Board will not be required to provide transportation for any native student enrolled in a community school if the Board has entered into an agreement with the governing authority of the community school that designates the community school as responsible for providing or arranging the transportation of the District's native students to and from the community school and is certified by the State Board of Education as having met certain requirements established by State law. The governing authority of a community school must provide or arrange for transportation in a manner that is comparable to the transportation that the District provides or arranges for its native students of the same grade level and distance from school who are enrolled in the District. Also, the governing authority must provide or arrange for the transportation under such agreement free of charge for each of its enrolled students who are eligible to be transported in accordance with R.C. 3327.01 or who would otherwise be transported by the District under the District's transportation policy. If the Board enters into an agreement with the governing authority regarding the transportation of the District's native students, the State Board of Education shall make payments to the community school in accordance with the terms of the agreement for each student actually transported.

Likewise, the Board will not be responsible for providing transportation for any native student enrolled in an approved community school if the governing authority of the community school submits a written notification to the Board, by a date prescribed by the State Board of Education, stating that the governing authority will accept responsibility for providing or arranging for the transportation of the District's native students to and from the community school. The governing authority's unilateral acceptance of the responsibility to provide transportation must cover the entire school year, and shall remain in effect for subsequent school years unless the governing authority submits written notification to the Board relinquishing the transportation responsibility. However, the governing authority cannot relinquish the transportation responsibility before the end of the school year, and shall submit such notice by a date prescribed by the State Board of Education in order to allow the District a reasonable period of time to prepare for the transportation of its native students enrolled in the community school. If the governing authority unilaterally accepts the transportation responsibility, the State Board of Education shall make payments to the community school for each student actually transported calculated in accordance with existing State law governing the calculation of transportation payments to the District from the State and any rules implemented by the State Board of Education and that otherwise would be paid to the District.

Bus routes shall be established so that an authorized bus stop is available within reasonable walking distance of the home of every transported resident student. The Board shall approve the bus routes annually. The Superintendent is authorized to make any necessary changes in the approved route and shall inform the Board at the next regular meeting.

The Board authorizes the installation and use of video recording devices in the school buses to assist the drivers in providing for the safety and well-being of the students while on a bus.

Students meeting the Federal definition of "homeless" will be transported from their temporary place of residence to their school of assignment, at the request of the parent, guardian or unaccompanied minor, to the same extent as all other students of the District and consistent with this Policy. If the homeless student's temporary residence is located outside the boundaries of the District, the Liaison for Homeless Children will coordinate with the Director of Transportation to contact the district in which the student temporarily resides to arrange for joint transportation of the student and to seek inter-district agreement on a method for apportioning the cost of such joint transportation. In no event will a homeless student be denied enrollment based on issues related to student transportation.

The Superintendent shall be responsible for developing and implementing appropriate administrative guidelines for this policy.

Transportation of Students by Private Vehicle

The Board of Education authorizes the transportation by private vehicle of students of the District.

- Any such transportation must be approved in advance and in writing by the Supervisor of Transportation in accordance with the Superintendent's administrative guidelines.
- The parent of the participating student will be given, upon request, the name of the driver, the owner of the vehicle, and the description of the vehicle. The District will maintain on file the amount of liability insurance on the vehicle and the name of the insurance company.
- No person shall be approved for the transportation of students in a private vehicle who is not an employee of this Board or the parent of a student enrolled in this District and the

holder of a currently-valid license to operate a motor vehicle in the State of Ohio. No person shall be permitted to transport students if s/he does not possess and maintain automobile liability and personal injury insurance in the amount required by District administrative guidelines. The Superintendent shall withdraw the authorization of any private vehicle driver who fails to maintain the required amount of automobile liability insurance.

- Any private vehicle used for the transportation of students must be owned by the approved driver or the spouse of the approved driver and must conform to registration requirements of the State.

The responsibility of professional staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the principal.

INDEX

(504 Manual – Policies and Guidelines directly after index)

Absences	5
Academics	17
Administration of Medication during School Hours	13
Alcohol	29
Arrival Procedures.....	6
Assault (physical or threatened).....	31
Attendance (Elementary)	4
Birthday Policy	10
Board Members	1
Bullying.....	20 & 31
Cancellation of School	16
Cell Phones	28
Child Custody	8
Classroom Concerns	9
Code of Conduct	27
Communicable Diseases	12
Dangerous Weapons and Instruments	28
Dangerous Weapons in School.....	19
Directory Information	3
Discipline	25
Dismissal/Transportation Procedures.....	7
Disruption of School.....	30
Drug-Free Schools	19
Drugs.....	29
Due Process.....	26
Early Dismissal	6
Emergency Closing and Delays	16
Enrolling in School	2
Exclusion Law (Ohio).....	26
Expulsion.....	26
False Alarms or Threats.....	30
Falsification of School Work, ID or Forgery.....	30
Fighting.....	27
Fire, Tornado and Lock-Down Drills	16
Gambling	30
Gang Involvement/Activity	20
General Information	2
Grading Periods	17
Grading Policy	17
Harassment, Intimidation, Bullying.....	23
Hazing.....	30
Health Information	11
Hearing and Vision Screening	12
Homework	18
Illness and Injury at School	12
Immunizations	12
Inappropriate Language/Conduct.....	29
Insubordination	31
Jurisdiction.....	26

Medical Appointments	9
Medical Authorization for Emergencies	11
Medication Information	14
Morning Drop-Off.....	7
Non-Residential Parent	8
Out-of-Bounds.....	30
Parent Accountability	9
Parent Visitors	8
Parent Volunteers.....	9
Pre-Paid Lunch	4
Principal's Names/Office Phone Numbers	1
Profanity.....	29
Prohibited Devices	28
Proper School Attire.....	10
Protection and Privacy of Student Records	3
Reporting Absences.....	5
Recess Policy	10
Rights and Responsibilities	27
Rules and Regulations	18
Safe and Drug-Free Schools.....	19
Scheduling and Class Assignment.....	2
School Closing Information	16
School Day	1
School Fees	4
School Safety	14
School Safety Plan	15
Student Assessment	17
Student Code of Conduct	27
Student Conduct.....	18
Student Records	3
Student Registration	2
Student Valuables	11
Students with Disabilities Guidelines	<i>After Index</i>
Suspension	25
Tardiness.....	5
Theft.....	28
Tobacco.....	29
Transfer Out Of District	3 & 6
Transportation.....	7 & 33
Truancy.....	27
Use of Computer Resources	23
Use of School Equipment and Facilities	17
Vacation during School	10
Vandalism	28
Violence	27
Visitors	8
Withdrawal from School	6

Section 504 Manual for Identifying and Serving Eligible Students:

Policies and Guidelines

TABLE OF CONTENTS

INTRODUCTION.....	1
OVERVIEW.....	2
POLICY STATEMENT	3
DEFINITIONS.....	3
CHILD FIND.....	6
PRE-REFERRAL ASSISTANCE	6
PARENT RIGHTS.....	7
SECTION 504: THE PROCESS.....	7
A. Referral Procedures	7
B. Evaluation	8
C. Eligibility Determination	9
D. Section 504 Plan.....	9
E. Review of Section 504 Plan.....	9
F. Reevaluation	10
SUSPENSION AND EXPULSION OF STUDENTS SERVED UNDER SECTION 504	10
IMPARTIAL DUE PROCESS HEARING	11
GRIEVANCE PROCEDURE.....	12

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:

Robert Ross, 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