

**MAYFIELD HIGH SCHOOL**  
**Student Handbook**  
**(2016-2017)**



**Mr. Jeffrey Legan, *Principal***

**Mr. Nathan W. Bishko, *Director of Excel TECC***

**Mr. Jarrod Mulheman, *Assistant Principal***

**Mr. Brian Linn, *Assistant Principal***

**Mr. Joseph Rico, *Dean of Students for Excel TECC***

**Mrs. Jane Perry, *Assistant Principal***

## **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, and one high school, grades 9-12. Mayfield operates a continuous regional program for the hearing impaired, as well as comprehensive programs in special education and in Career Technical Education.

### **BOARD OF EDUCATION**

Ms. Sue Groszek, President  
Mr. Al Hess, Vice President  
Mr. George Hughes  
Mr. Ron Fornaro  
Mr. Jimmy Teresi

### **CENTRAL OFFICE STAFF**

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

### **HISTORY OF MAYFIELD**

Mayfield High School educates about 1,700 students and is situated in the middle of a 52-acre campus in Mayfield Village. The present building was opened in 1963, with additions added in 1970 and 1972. In 1989, a pool and field house facility were added to the high school. A science addition and expansion of the music room facilities were completed in the summer of 1999. Welcome to Mayfield High School, its history, and its traditions.

### **PHILOSOPHY OF EDUCATION**

#### **Mayfield High School**

The objectives and procedures of our educational program are dynamic, changing to meet conditions in a changing world.

We believe that a student-centered approach ensures the maximum development of the personal capacities of the student. This approach includes academics and Career Technical Education studies as well as extracurricular activities. We maintain this balanced program and encourage diversification through creative and independent study as well as work experience. Through such a program, we strive to stimulate critical thinking and sound academic, physical, emotional, mental, moral, and social growth.

We seek to contribute to the student's self-understanding by encouraging the development of values, self-discipline, and mature behavior. In pursuing this end, we endeavor to cooperate fully with the home and community.

We aim to instill democratic principles that will foster a student's regard for authority, an understanding of individual differences, respect for people of other races, ethnic backgrounds, religions or socioeconomic groups, and respect for the human rights of all. Our ultimate goal is to develop self-esteem within each student, stimulating a desire for excellence according to the individual's abilities and interests.

## STAFF AND ADMINISTRATION

### Administrative Offices

Mr. Legan	Principal	995-6810
Mrs. Perry	Asst. Principal 11-12	995-6910
Mr. Linn	Asst. Principal 9-10	995-6910
Mr. Mulheman	Asst. Principal for Curriculum	995-6810
Mr. Bishko	Director Excel TECC	995-6750
Mr. Rico	Dean of Students for EXCEL TECC	995-6750
Mr. Leffler	Athletic Director	995-6830

### Counseling Department

Mrs. Eging	9-12 Guidance	995-6917
Mr. Hayes	Excel TECC/Guidance	995-6761
Mrs. Bourdakos	9-12 Guidance	995-6823
Mrs. Glicker	9-12 Guidance	995-6821
Ms. Bobinski	9-12 Guidance	995-6754

### Department Chairpersons

AEP/Gifted	Ms. Shoben	995-6930
Applied Arts	Mrs. Sulzer	995-6877
Counseling	Ms. Bourdakos	995-6821
English	Ms. Zickes	995-6950
Excel TECC	Mrs. Gardner	995-7565
Fine Arts	Ms. Germano	995-6846
Foreign Language	Mr. Turk	995-6974
Health & Phys Ed.	Ms. Monastero	995-6948
Special Education	Mrs. Connelly	995-6920
Library	Mrs. Wellendorf	995-6787
Mathematics	Mr. Sheppard	995-6888
Science	Mr. Moegling	995-6995
Social Studies	Mrs. Hyland	995-6942

## STUDENT COUNCIL

The Student Council is the governing body of Mayfield High School. Student Council is designed primarily to function for the students of Mayfield High School. Student Council thrives on ideas from the student body, as well as the council members. The Student Council is the only organization allowed to meet during school hours. The student body elects the members of Student Council and the officers.

Primarily, student government is concerned with the promotion of positive activities and opportunities for student involvement. Some of the activities which involve Student Council are: Homecoming Dance, selection process for the Homecoming Queen, and the sponsoring of many other social functions.

## STUDENT – TEACHER RELATIONSHIPS

The education of a student at Mayfield High School is the mutual task of the student and teacher. Each has responsibilities to the other and to the educational process. Education will be most effective when the relationship between teacher and student is at its best. Thus, sound teacher-student relationships will flourish when the atmosphere of the school and classroom is conducive to education and when all involved are properly motivated. The attitudes of the teacher and student to each other must be based on mutual trust and respect. The goals of such a relationship are the fullest development of each individual's potential and the preparation of the student to assume his role in society.

## **RESPONSIBILITIES**

The student meets his/her responsibilities by attending school, by participating in class, by pursuing all assignments to completion, by performing required tasks and demonstrating required skills, and by being personally accountable for the quality and success of his own education. The student is required to reject passivity, to initiate learning experiences, to contribute actively to the success of all classes and to participate in the general life of the school. Furthermore, the student is urged to fully develop individual talents and capacities.

## **ATMOSPHERE**

Teachers and students must work together to create a sense of sincere good will in the school. The habit of purposeful, friendly, cooperative, sustained industry is to be cultivated. Interest and curiosity are to be stimulated, while sound education proceeds in an orderly and constructive manner.

## **MOTIVATION**

Students must make themselves realistically aware of the value of school so that they may actively and enthusiastically participate in their own education.

## **TRUST**

The student maintains trust by exhibiting a cooperative attitude toward teachers, classmates, course assignments, and administrative policies intended to benefit the entire student body. The student maintains trust by actively enhancing the welfare of the school and by developing a habit of personal honesty.

## **RESPECT**

The student maintains respect by applying him/herself seriously to his/her current responsibilities and preparing earnestly for his/her future role in adult society. The student should demonstrate the gradual achievement of the knowledge, skills, and attitudes that make him/her a successful citizen. The student is also respected as an individual who is still in the process of growth and the exploration of personal values. Tolerance and guidance are required during this period of experimentation.

Both teachers and students must accept and respect the individual differences among people in personality, attitudes, philosophy, values and goals. The diversity of the school population calls for respect and appreciation for the physically challenged, those of other cultures, religions and races, as well as different socioeconomic groups.

## **GOALS**

Working in harmony, teachers will assist their students in preparing for their future roles as self-supporting, productive citizens, aware of their responsibilities to society and to themselves. The students will reach a level of competence in their various fields of study, and they will develop sound social habits and attitudes. Teachers will be attentive to the social and emotional welfare of their students as well as to their intellectual needs.

# **SCHOLASTIC INFORMATION**

## **GRADUATION REQUIREMENTS**

Any student graduating after September 15, 2001, must complete twenty-one (21) units of credit in grades 9 through 12.

### **Class of 2014 and Beyond**

English	4.0 credits	See course catalog
Communications	0.5 credits	Communications or News Writing for Electronic Media
Health	0.5 credits	
Mathematics	4.0 credits	See course catalog
P.E	0.5 credits	1 semester grades 9-10
Science	3.0 credits	1 life science, 1 physical science
Social Studies	3.0 credits	U.S. History (9) World History (10) Am. Government (12)
Fine Arts	1.0 credits	See course catalog
Technology	0.5 credits	See course catalog

Electives 4.0 credits See course catalog

**Total 21.0 credits minimum required for graduation**

### **Fine Arts**

Appropriate fine arts experiences for high school students preparing for college should include essential content in the following: creating or performing works of art, understanding the history of arts, and/or responding to the aesthetic features of works of art. Courses offered at Mayfield High School that are generally included in the fine arts area are:

Art Foundations	Art Foundations 2
Digital Art & Design 1 & 2	Art Techniques
Instrumental Music	Advanced Art 1
Vocal Music	Clothing & Design
Fashion & Accessories	Drawing/Painting
Video Production	Concert Choir
Yearbook	Visual Art & Design
Film Analysis	A.P. Art History
Drama	A.P. Studio Art
Photography 1 & 2	American Pop Music
Ceramic 1& 2	Advanced Art 2 & 3
Honors Chorale	Illustration Jazz Band
Marching Band/Concert Band	

### **Technology**

Technology credit may be obtained through these courses:

Information Technology 1 and 2	Technology 1
Digital Art 1 and 2	
Computer Programming with Visual BASIC	Computer Science AP
CADD 1 and 2	C-NET 1 and 2
ITP 1 and 2	Interactive Media 1 and 2
Video Broadcasting and Productions 1 and 2	Business Academy 1 and 2
Photography 2	Digital Art and Design 1, 2, 3
Advanced Digital Media Production	Computer Programming with JAVA
Digital Media Productions 1 and 2	News Writing for Electronic Media

### **Graduation Information**

Participation in graduation is a privilege. There is no constitutional right to attend graduation exercises or related events including proms, class trips, and any other extracurricular activity. Students in violation of the Code of Conduct, even at the last minute, (prior to graduation) are subject to disciplinary action. Credit verification must be made by 2:00 PM the Thursday before Graduation in order to take part in the ceremony.

### **Graduation Tests Requirements**

Beginning with the class of 2007, all students must pass all five sections of the Ohio Graduation Test (OGT) and meet minimum graduation requirements in order to receive a diploma. It is not enough just to complete curriculum requirements or just pass graduation exams; students who earn an Ohio diploma meet both the test performance standards and the curriculum requirements. Note: The class of 2017 is the last class that needs to fulfill the OGT requirement. See below for class of 2018 and beyond.

The Ohio Graduation Test (OGT) measures proficiency in five content areas: reading, writing, mathematics, science and social studies. The purpose of the exam is to ensure that all students who receive a high school diploma in Ohio have demonstrated competency in the five content areas as well as have completed curricular requirements.

The graduation exam measures knowledge and skills that students are expected to learn by May of the tenth grade year. Each exam is based on graduation competencies recommended by content-area committees consisting of Ohio educators.

OGT Test administrations before graduation:

- Fall of 12<sup>th</sup> grade
- Spring of 12<sup>th</sup> grade

Students who have not demonstrated proficiency in all required content areas by the time they have completed curricular requirements for graduation will not receive a high school diploma. Students may return to any public or chartered nonpublic high school during the administration of the OGT to retake those content area exams not yet passed. Upon attaining a passing score in the deficient area(s) and providing evidence of meeting curriculum requirements, students will be awarded a diploma.

### **Alternative Way to Meet the Testing Requirements**

A student may meet the testing requirements for passing all five Ohio Graduation Tests if he/she meets **ALL** of the following criteria:

- a. Passes four of the five tests and has missed passing the fifth test by no more than 10 points;
- b. Has a 97% attendance, excluding any excused absences, through all four years of high school, and must have had no expulsion in high school;
- c. Has at least a grade point average of 2.5 out of 4.0 in the courses of the subject area not yet passed;
- d. Has completed the high school curriculum requirements;
- e. Has participated in any intervention programs offered by the school and must have had a 97% attendance rate in any program offered outside the normal school day; and
- f. Has letters recommending graduation from the high school principal and from each high school teacher in the subject area not yet passed.

Transcripts of grades will be updated each year. It is the responsibility of each student to check credits and required subjects toward graduation with his/her counselor.

### **Graduation Test Requirements Class of 2018 and Beyond**

- All students take End of Course Exams (EOC):
  - Math 1 and Math 2
  - Biology
  - American History and American Government
  - English 1 and English 2
- The students will earn points towards graduation on the 7 EOC exams

Students must accumulate 18 graduation points (4 points in Math, 4 points in English, 6 points across Social Studies and Science.) There is no subsequent need to score higher than 18 points.

- Students can earn 1-5 points for each exam, based on their performance:
  - 5 Advanced
  - 4 Accelerated
  - 3 Proficient
  - 2 Basic
  - 1 Limited

Special Circumstances:

Students taking Advanced Placement in American History or American Government may take assessments aligned with those courses in lieu of an end-of-course exam to avoid double testing.

Students who transfer into a district with no previous scores and only a few courses, will have their graduation point requirement minimum prorated.

<http://education.ohio.gov/Topics/What-s-Happening-with-Ohio-s-Graduation-Requiremen/Latest-Updates-on-Graduation-Requirements/Graduation-Requirements-Frequently-Asked-Questions#FAQ188>

Students that take high school courses over the summer must still take the End of Course exam if applicable.

Students will be able to earn graduation points, to be assigned by the state superintendent, if an end-of-course test was not available when they earned credit for a required course. This applies to courses taken before and during the 2014-2015 school year.

Students who score below proficient on a test may retake it after they receive remediation support on the material.

Students who score proficient or higher can retake tests only if, after they have taken ALL tests, they still haven't met the minimum graduation points to graduate.

#### Alternative Way to Meet the Testing Points Requirements

Classes of 2018 and beyond:

- Earn a “remediation free” score on a nationally recognized college admission exam, i.e. ACT or SAT. The state will pay for all 11<sup>th</sup> grade students in the class of 2018 and beyond.

OR

- Earn a State Board of Education approved, industry-recognized credential or state-issued license for a practice in a career and achieve a score that demonstrates workforce readiness.

#### Grading Scale

Grade	Percent	
A	93	100
A-	90	92
B+	87	89
B	83	86
B-	80	82
C+	77	79
C	73	76
C-	70	72
D+	67	69
D	63	66
D-	60	62
F	00	59

Grading System  
 PSEO Now CCP DUAL Credit

Letter Grade	Regular	Honors	Advanced Placement
A	4.0	4.5	5.0
A-	3.7	4.2	4.7
B+	3.3	3.8	4.3
B	3.0	3.5	4.0
B-	2.7	3.2	3.7
C+	2.3	2.8	3.3
C	2.0	2.5	3.0
C-	1.7	2.2	2.7
D+	1.3	1.3	1.3
D	1.0	1.00	1.0
D-	0.7	.7	0.7
F	0.0	0.0	0.0

Improving the educational attainment of Ohio citizens is key to ensuring the state’s long-term success. Therefore, the state has committed significant resources across the education continuum to develop and implement strategies to address this critical issue. College Credit Plus replaces the Post-Secondary Enrollment Options program as of the 2015-2016 school year. The specified courses offered at the Mayfield High School by a certified instructor will be the same as those offered on the campus of Lakeland Community College.

The program is open to students in grades 7-12 who are able to meet specific qualifications determined by the state, which include receiving a remediation free overall score on a college readiness exam, such as the ACT, SAT or Compass.

To participate, students must be enrolled in both college and high school. The student will earn transcribed college and high school credit *upon successful completion of the course*. These credits are acknowledged at public Ohio colleges and universities. Students are responsible for providing intent to the counseling office by April 1st of the prior school year and for taking and earning accumulative passing points for the necessary end of course exams at the high school, which act as a graduation requirement.

Three or more semester credits will constitute as one Carnegie unit of high school credit. A student may not take more than 30 college credit hours per year or 120 college credit hours throughout the four years of high school. Students will earn letter grades from the CCP course. Grades will be weighted on a 5 point scale. It will be reflected within the high school transcript and calculated into the grade point average.

The student will have an Institution of Higher Learning Advisor and will meet at least once prior to the institution’s effective no-fault course drop out date. An informational meeting for parents and students will be offered at the high school and specifics can be found on the school website.

In regards to decision making, it is important to take into account learning style, pace, rigor, weighting and future college applications. Therefore, it is necessary to seek advice from your high school guidance counselor.





## **Mayfield High School PE Waiver 2015-2016**

Students have the opportunity to exempt the Physical Education (PE) graduation requirement by completing the requirements of two full seasons of interscholastic athletics (including cheerleading) or marching band at Mayfield High School. Students who select this option will not receive academic credit for the exemption. Instead, students will have the opportunity to add an elective course in place of the PE requirement. The waiver is not available retroactively.

In order to complete the exemption, a form must be completed and be on file in the high school guidance office. If the form is not completed or PE is not completed over the summer, we will assume that your child will complete the PE requirement during the school year.

Students must maintain academic eligibility and finish each season in good standing in order to complete the waiver. If a student is injured during the course of a season, s/he is expected to attend practices, meetings, and competitions that are not limited by their medical illness or injury to remain in good standing and to qualify for the waiver. A student who quits or is dismissed from the team will not maintain eligibility towards the waiver. This includes dismissal for violating team, athletic department, or school rules.

### **ADVANCED CREDIT**

Grades earned for advanced courses offered in the eighth grade will not be included in the high school cumulative grade point average. These courses are shown on a student's high school transcript, and the credit counts towards the twenty-one credits required for high school graduation.

### **COLLEGE PREPARATORY CURRICULUM**

The minimum requirements for college preparation are different from Mayfield High School graduation requirements. Students who intend to apply to a 4-year college should expect to complete the following:

- English.....4 credits
- Mathematics .....4 credits (Math1,2,3,4)
- Social Studies .....3 credits
- Science .....3 credits of Lab Science
- Foreign Language ....2 – 3 credits
- Fine Arts.....1 credit

### **Diploma With Honors—Class of 2011 and Beyond**

*To be awarded the diploma with honors, the student shall be required to meet seven of the following eight criteria:*

1. earn four units of English;
2. earn at least four units of mathematics, which shall include Mathematics 1, Mathematics 2, Mathematics 3, and another higher level course;
3. earn at least four units of science, including one unit of physics and one unit of chemistry;
4. earn four units of social studies;
5. earn either three units of one foreign language or two units each of two foreign languages;
6. earn one unit of fine arts;
7. maintain an overall high school unweighted grade point average of at least 3.5 on a 4.0 point unweighted scale up to the last grading period of the senior year; or
8. obtain a composite score of 27 on the American College Test's ACT Assessment (excluding the optional writing test) or a combined score of 1210 on the College Board's SAT verbal and mathematics sections (excluding the required writing section).

*The student who completes an intensive career in a technical education curriculum shall meet at least seven of the following eight criteria:*

1. earn four units of English;
2. earn at least four units of mathematics, which shall include Mathematics 1, Mathematics 2, Mathematics 3,

- and another higher level course;
3. earn at least four units of science, including two units of advanced science\*;
  4. earn four units of social studies;
  5. earn four units in a career-technical education program that leads to an industry-recognized credential, results in an apprenticeship, or is part of an articulated career pathway which can lead to post-secondary credit. If the student's program design does not provide for any of these outcomes, then the student must achieve the proficiency benchmark established for the applicable Ohio Career-Technical Competency Assessment or the equivalent;
  6. achieve the proficiency benchmark established for the Ohio Career-Technical Competency Assessment or equivalent assessment aligned with State-approved and industry validated technical standards;
  7. maintain an overall high school unweighted grade point average of at least 3.5 on a 4.0 point unweighted scale up to the last grading period of the senior year; or
  8. obtain a composite score of 27 on the American College Testing Service's ACT Assessment (excluding the optional writing test) or a combined score of 1210 on the College Board's SAT verbal and mathematics sections (excluding the score obtained on the required writing section).

\*Advanced science refers to courses in the Ohio Core that are inquiry-based with laboratory experiences and align with the 11/12<sup>th</sup> grade standards (or above) or with an AP science course, or with the new high school syllabi, or with an entry-level college course (clearly preparing students for a college freshman-level science class, such as anatomy, botany, or astronomy), or contain material above the current OGT level.

The G.P.A. Qualification is calculated on an unweighted scale.

### **High School Academic Curriculum**

English	4 credits
Mathematics	4 credits- Math 1, Math 2, Math 3, and another higher level course or a 4 year sequence of courses that contain equivalent content
Science	4 credits including physics and chemistry
Social Studies	4 credits
Foreign Language	3 credits each of one language or two credits of two languages
Fine Arts	1 credit
3.5 GPA on a 4 point scale	
27 ACT or 1210 SAT**	

### **Career Technical Education Curriculum**

English	4 credits
Mathematics	4 credits—Math 1, Math 2, Math 3 or equivalent and another higher level course or a 4 year sequence of courses that contain equivalent content
Science	4 credits including two units of advanced science
Social Studies	4 credits
Electives	4 credits of Career-Technical minimum
Achieve the proficiency benchmarks established for the Ohio Career-Technical Competency Assessment	
3.5 GPA on a 4 point scale	
27 ACT or 1210 SAT**	

\*\*Writing sections on these tests are not included in the calculation of this score.

## **SCHEDULING**

A minimum schedule of 5.75 credits is required each year for all students. Students taking more than 6.25 credits must have earned at least a 2.00 GPA (Grade Point Average) the previous semester. Students select courses at the beginning of the second semester for the upcoming year. Every effort is made to enroll students in classes that best meet their needs

A student may enter or withdraw from a course up to seven days from the start of the semester. After that period, any withdrawals will result in a failing grade for the course. Schedule changes are made for the following reasons only:

- Insufficient credits
- Incorrect placement
- Other courses needed for graduation

### **DROPPING A COURSE**

Students earning a letter grade of A, B, or C at the end of the first semester may NOT drop a year-long course unless there are mitigating circumstances, such as a different course is needed for graduation, and that course cannot be scheduled at any other time.

Students earning a D (60-69), and whose grades are trending down, must schedule a meeting with the teacher and the appropriate guidance counselor (or administrator). If it is determined that it is in the best interest to drop the course, the course will be dropped from the student's schedule only after all the proper paperwork has been completed through the counseling office.

### **DROPPING AN HONORS OR AP LEVEL COURSE**

Students earning an A, B, or C may NOT drop an Honors or AP level after the drop/add deadline unless there are mitigating circumstances such as those mentioned in the section above.

Students earning a D (60-69) and whose grades are trending down , and who wish to drop down to a similar college preparatory course (for example Chemistry AP to Chemistry) must schedule a meeting with the teacher and the appropriate guidance counselor (or administrator). If it is determined that it is in the best interest to drop to a college preparatory course, the change will be made only after all the proper paperwork has been completed through the counseling office.

## **PROMOTION**

Students need to schedule an appointment with their guidance counselor to check that they have met their requirements for graduation. Understanding and maintaining the athletic and extra-curricular eligibility requirement for adequate course load is the student's responsibility.

### **Grades 9-12**

#### **Minimum credits for promotion**

10 <sup>th</sup>	5.00 credits
11 <sup>th</sup>	10.50 credits
12 <sup>th</sup>	15.50 credits

### **SEMESTER EXAMS (Grade 9-12)**

Semester examinations shall be given in all courses giving 0.50 unit of credit for a semester's work. Seniors who have an "A" or "A-" (90% or better) for both nine weeks second semester are excused from the second semester final exam. No other students are excused from semester examinations. Anyone not reporting for a scheduled final examination (January and June) without prior permission will receive an F for the course. Any exception to this will be made at the discretion of an administrator.

**GRADING SCALE (Grades 9-12)**

<b>Grade</b>		<b>Percent</b>
A	93	100
A-	90	92
B+	87	89
B	83	86
B-	80	82
C+	77	79
C	73	76
C-	70	72
D+	67	69
D	63	66
D-	60	62
F	00	59

**Semester Grades (grades 9-12):** Semester grades are determined by using the student's numerical average. The sum of the first grading period average (multiplied by 2), the second grading period average (multiplied by 2), and the semester exam grade is divided by five. This numerical average is used as the student's semester grade. In unusual circumstances when a student has earned a very low percentage grade for one grading period, the teacher, guidance counselor, and appropriate administrator will design an alternative method for determining the semester grade.

Semester grades in courses that do not give a final exam are determined by using the student's numerical average. The sum of the first grading period average and the second grading period average is divided by two. This numerical average is used as the student's semester grade.

Teachers are responsible for assigning and determining a student's final grade based on his or her knowledge and mastery of the course content. However, a student may appeal his or her grade to the building principal. The principal has limited authority to overturn a grade. Most grade changes will result from calculation or programming errors that have resulted in the student receiving a grade lower than he or she should have for the marking period or the semester.

### **PASS / NO PASS (GRADES 10-12)**

In an effort to encourage students in grades 10-12 to enroll in courses that are difficult for them and not affect the student's point average, we offer each student an opportunity to take two courses on a pass/no pass basis. The courses selected will not be included in point average calculations and will show on the report card and transcript as pass (P=pass), unsatisfactory (U), or no pass (NP=no pass).

The regulations for pass/no pass are as follows:

1. Only one credit per year can be selected pass/no pass. Two credits may be selected over a three-year period.
2. Honors and AP classes may not be selected for pass/no pass.
3. Any course selected may not exceed one credit.
4. No courses required for graduation, including physical education, may be taken on a pass/no pass basis.
5. To take any course pass/no pass, a student must be carrying a minimum of six (6) credits.
6. You must decide to take a class pass/no pass by the last school day in September whether you are selecting a first semester or a full-year course.
7. Students may not decide to take the second semester of a full-year class pass/no pass if they received a grade for the first semester.
8. Students taking second semester classes will have the first seven days of the second semester to request pass/no pass.
9. Seniors who plan to participate in Senior Search cannot take a second semester class pass/no pass unless they have above a 4.0 cumulative GPA.
10. The decision to take a class pass/no pass is final, and no course selected on a pass/no pass basis may be changed to a grade later. All attendance rules will be in effect. Daily attendance is required in pass/no pass classes as in any other classes. Students are expected to do their best and to participate totally in all class activities.

Evaluation for pass/no pass students is conducted in the same manner as it is for other students in the class. At the conclusion of the grading period, a grade ranging from an "A" to a "C" is converted to "Pass" (P), a "D" is converted to "Unsatisfactory" (U) but passing; and an "F" is converted to "No Pass" (NP).

### **REPORT CARDS**

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

### **CUMULATIVE GRADE POINT AVERAGE**

At the end of each semester, each 9th, 10th, 11th, and 12th grader's report card indicates the cumulative point average and accumulated credits. Each student should make sure this cumulative point average is correct, and any

discrepancy should be reported to the office.

**GRADE POINT AVERAGE – Grades 9-12 Classes of 2013, 2014.**

To calculate the grade point average, substitute numerical values as follows:

<b>Grade</b>	<b>Point</b>	<b>Honors &amp; AP Point</b>
A	4.0	5.0
A-	3.7	4.7
B+	3.3	4.3
B	3.0	4.0
B-	2.7	3.7
C+	2.3	3.3
C	2.0	3.0
C-	1.7	2.7
D+	1.3	1.3
D	1.0	1.0
D-	0.7	0.7
F	0.0	0.0

**For the class of 2015 and beyond:** Grade point values for all honors classes are weighted as follows: A=4.5, A- = 4.2, B+= 3.8, B=3.5, B- = 3.2, C+=2.8, C=2.5, C- =2.2, D+=1.3, D=1.0, D-=0.7, F=0.0

**For the class of 2015 and beyond:** Grade point values for all Advanced Placement classes are weighted as follows: A=5.0, A- = 4.7, B+= 4.3, B=4.0, B- = 3.7, C+=3.3, C=3.0, C- =2.7, D+=1.3, D=1.0, D-=0.7, F=0.0

Divide the total by the total credits attempted.

- Pass-No Pass courses are NOT included in credits attempted when calculating point average.
- Should less than one credit be given for a course, substitute numerical values accordingly (such as 1/2 unit of A = 2 points).
- Most courses carry 1 unit of credit for two semesters of work.

**PRINCIPAL’S LIST AND HONOR ROLL (Grades 9-12)**

A student who has a 3.75 or better for a quarter earns a place on the Principal’s List. A student who has a 3.00 to a 3.74 for a quarter makes the Honor Roll. Students receiving a failing grade in any subject will not be eligible for the Honor Roll or Principal’s List. Students must be taking a minimum of 5.75 credits (except for eighth graders) to qualify for the Honor Roll or Principal's List. Students with special needs whose services (e.g. speech, learning center, etc.) prevent them from taking 5.75 credits may appeal to the building principal for a review of their case. If the facts warrant, those students will be exempted from the 5.75 credit requirement.

**EDUCATIONAL OPTIONS**

The Board recognizes the use of educational options as one method by which learning opportunities may be expanded beyond the classroom.

Educational options must be approved in advance by the high school principal and/or designee, who will approve such applications only when it is determined that there is sufficient cause for the student to complete an educational option rather than earning equivalent credits through the regular school program. The principal and/or designee will establish criteria and procedures that must be met by the student before the student is granted credit for educational options.

**Credit Flexibility**

Credit Flexibility is designed to broaden the scope of curricular options available to students, increase depth of study available for a particular subject, and tailor the learning time or conditions needed to complete a high school diploma. Students in grades 9-12 may earn credit through:

- The completion of courses
- *Testing out or otherwise demonstrating mastery of the course content*
- *Pursuit of one or more “educational options” (e.g. distance learning, educational travel, independent study, internship, after school program, community service or engagement project, and research).*

A student who chooses educational options must inform the school and pre-identify the learning outcomes. The school and student will mutually agree upon the criteria for earning credit.

A student interested in credit flexibility should contact the assigned counselor for more specific information. Participation in the credit flexibility program requires 1) a completed application 2) administrative approval, and 3) an agreed-upon educational options contract.

### **SENIOR SEARCH**

The Senior Search program is designed to provide interested and able seniors with the opportunity to work on meaningful independent study projects of their own selection and design. Project proposals are developed and submitted during the second semester. Once approved, the projects are implemented during the month of May.

Students must meet certain eligibility requirements to be considered for Senior Search:

- 2.0 GPA for the first semester of senior year
- All grades C- and above at the end of the third quarter and at progress reports of the fourth quarter.
- No more than 10 absences for the school year.
- May not have more than 7 tardies to school for any one grading period.
- No out of school suspensions

Senior Search is viewed as a substitute for courses taken during a portion of the fourth grading period, including courses required for graduation. Failing to successfully complete the Senior Search experience will result in the student not meeting graduation requirements and will be removed from the graduation commencement ceremony.

Students may elect one of the following options:

1. Drop all classes and work on the project out of school full time.  
No advanced placement courses may be dropped.
  2. Career Tech students may participate in Senior Search as long as they meet all eligibility requirements and the project is related to their Career Tech program. The Career Tech teacher must serve as the student’s advisor
- Acceptable projects generally fall into two categories and must be completed at local sites.
1. An empirical study relevant to career technical objectives
  2. An involvement in a community problem

The faculty committee will accept seniors into the program on the basis of a written project proposal and the capabilities of the student to fulfill the proposal.

All students will be required to submit tangible evidence of the successful completion of the project. This will be in the form of a final report / presentation to be submitted on the determined date. Interested seniors should contact the assistant principal for student affairs for further information.

### **INDEPENDENT STUDY**

Students may be granted permission to pursue an independent study project for credit under the following guidelines:

1. Students must secure prior permission from the principal and/or assistant principal before the study is begun.
2. Such study must be a logical and worthwhile extension and fall within the academic criteria for inclusion in one of the high school departments.
3. Instructors for independent study shall be certified and/or qualified.
4. Independent study projects must meet state minimum standards for the amount of credit granted.
5. All independent study will be taken on a pass/no pass basis only.
6. An independent study course will be listed on the transcript.

## **SUMMER SCHOOL**

Summer school is a privilege offered to students based upon need and interest. The schedule of classes offered will be announced before the close of school in June. For a class to be offered, minimum enrollment standards must be met.

Mayfield summer school courses, both advanced and remedial, are open to the following individuals in preferential order: 1) Mayfield full-time students, 2) Mayfield Excel TECC students from other districts, and 3) district residents not attending Mayfield schools. Mayfield students taking summer classes through other school districts must check with their counselor first to determine whether the course will be accepted for credit. Mayfield advanced credit offerings are available to students in grades 9 through 11. Students may be able to take up to two (2) full credits in summer school. Most required classes are offered for remediation. Additional information about summer school can be obtained through your counselor or from Mr. Rico, Summer School Principal at 995-6752.

## **COURSEWORK COMPLETED AT ANOTHER INSTITUTION**

The issuance of credits and grades for coursework completed outside of the Mayfield City School District will be evaluated by the Mayfield High School principal or his/her designee. Coursework successfully completed through a state chartered or North Central Association accredited school district will receive the equivalent credit and grade earned. Coursework completed through other educational means including, but not limited to, correspondence courses, post-secondary enrollment options, home schooling, community schools, alternative schools, private tutoring, and court-ordered placement schools will be evaluated for credit by the principal or his/her designee. Grades for coursework from these institutions will be Pass/No Pass only.

## **CORRESPONDENCE COURSES**

Credit for correspondence school courses may be applied toward graduation provided prior authorization to enroll in correspondence courses has been given by the high school principal or his designee. Students enrolled in day school shall not enroll in correspondence courses offered in the day program without administrator approval.

## **CAREER TECHNICAL EDUCATION**

Career Technical Education is designed to develop marketable skills, abilities, understandings, attitudes, work habits, appreciations, and technical knowledge needed by workers in order to enter and make progress in employment on a socially useful and productive basis.

Career Technical Education helps to give definite purpose and meaning to education by relating it to occupational goals. It provides the technical knowledge and work skills necessary for employment but is more inclusive than training for job skills. It develops abilities, attitudes, and a work ethic that contribute to a satisfying and productive life.

Career Technical Education contributes to the general educational needs of youth, such as citizenship, respect for others, and acceptance of responsibility. It makes its unique contribution in the field of preparation for work and is part of a well-rounded program of studies designed to develop qualified, efficient workers.

College Tech Prep is an area of Career Technical Education for students interested in advanced education. College Tech Prep involves restructuring the curriculum to integrate academic with Career Technical Education to make learning more meaningful and relevant. It helps students move from high school to higher education more easily and prepare them for a better school-to-work transition.

College Tech Prep programs have articulation agreements with Cuyahoga Community College and Lakeland Community College. These community colleges have articulation agreements with several four-year colleges so that students finishing their two-year degree and wishing to pursue a four-year degree can do so without loss of credit. The EXCEL TECC consortium includes the following school districts: Aurora, Beachwood, Chagrin Falls, Mayfield, Orange, Richmond Heights, Solon, South Euclid-Lyndhurst and West Geauga high schools. Career Technical Education programs are housed in seven of the nine districts. Full descriptions of course content and



activities are available in the EXCEL TECC office.

### **EARLY GRADUATION**

Any Mayfield student who excels in school may make application through his/her counselor for graduation in less than the normal four years of senior high school if the student has met all of the graduation requirements established by the Mayfield Board of Education and the State of Ohio. The high school principal will recommend students for early graduation based on a conference with the student, his/her parents, and his/her counselor.

### **COMMENCEMENT**

The commencement exercise is held in May. At that time, the Board of Education graduates and presents diplomas to all students who have completed the required units of credit and have met all other requirements for graduation (such as payment of all fees and fines, and attendance at graduation rehearsal). The cap and gown of green for boys and white for girls is the official attire designated by the Board. Admittance is by ticket only. Candidates for graduation will be measured for a cap and gown during January. Seniors pay the cap and gown fee directly to the company providing the service. Although no student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure, a student may be excluded from participation in graduation ceremonies when his/her personal conduct so warrants. Commencement is a privilege not a right for students.

### **WITHDRAWAL FROM SCHOOL**

The day before withdrawal, the student must notify the office of date of withdrawal, address, and name of school (if known). On the last day, the student must report to the office before homeroom to obtain a "WITHDRAWAL FROM SCHOOL" form, which must be signed by each of the teachers. When this form is returned to the office the student will be given a copy of the "TRANSFER" form.

To transfer during the summer, write or call the office to notify the school of your address and school in order that a transcript of credits may be sent to the school. The law requires that a parent must sign a transcript release form before a transcript can be sent to another school.

A student under eighteen (18) may not drop out of school unless he/ she obtains a Work Permit that specifies a full-time job. Whenever a student under the age of eighteen (18) withdraws from school without moving out of state, transferring to another approved school, being granted an age and schooling certificate (work permit), or enrolling in and attending an approved program, the Superintendent shall notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court.

### **AGE OF MAJORITY**

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

### **EMANCIPATION RULES**

Requirements for admission and continued enrollment for emancipated individuals:

1. An emancipated person who is at least eighteen but under twenty-two years of age may attend Mayfield High School if he/she 1) lives in the district apart from his/her parent(s), or any other relatives 2) supports him/herself by his/her labor, and 3) has not been granted a high school diploma or certificate of attendance.
2. Prior to admission, such students must 1) provide documentation of residency, 2) show evidence of at least thirty days of continuous employment, 3) submit a personal budget documenting that income from employment meets or exceeds expenses, and 4) provide a statement from the employer(s) with the student's work schedule demonstrating that the schedule does not interfere with the school schedule.
3. After admission, emancipated students must 1) attend school regularly with fewer than fifteen days of absence, 2) document by the tenth day of each month that living expenses from the prior month have been paid, and 3) document by the tenth day of each month that continuous employment has been maintained by submitting copies of pay vouchers from the previous month.

## **GUIDANCE AND COUNSELING**

Guidance and counseling services are available to all Mayfield students. Students are assigned a specific counselor based on last name. If a student wishes to seek academic, personal/social or career counseling, he/she should make an appointment with a school counselor. Students are encouraged to make appointments during study halls, lunch periods, or another mutually convenient time. School counselors also facilitate immediate, crisis counseling; however, if a student requires or needs more intensive intervention, families are highly encouraged to seek professional assistance beyond the high school environment.

## **COLLEGE VISITATIONS**

Juniors and seniors are permitted to visit colleges during a school day. The maximum days allowed for excused college visitation is two. Students must present a note from their parents/guardians granting permission to visit a particular college prior to the actual college visit. Upon receipt of a note, the attendance secretary issues a notification form that must be signed by the classroom teachers. Teacher notification forms are returned to the 10-12 Attendance Office. School days missed due to college visitations will not count as days absent for students pursuing outstanding attendance recognition.

## **ATHLETIC AND EXTRA-CURRICULAR ELIGIBILITY**

Are you enrolled in enough courses? While most students are ineligible because they have poor grades or have failed more than one course ...some students with excellent, or acceptable grades are ineligible because they are “under scheduled” and are not enrolled in enough courses. If you are in grades 9-12, please check your schedule to make sure you are in “at least” 1.25 credits each nine weeks. Failure to be enrolled in 1.25 credits during any grading period will result in a student being ineligible for the next grading period (i.e. winter or spring sports).

For additional information on eligibility please refer to the Ohio High School Athletic Association website ([www.ohsaa.org](http://www.ohsaa.org)).

## **NCAA ELIGIBILITY FOR COLLEGE BOUND ATHLETES**

Students who are interested in college athletics must be aware of the regulations of the NCAA in regards to freshman eligibility for college athletes. Information can be found at the NCAA website ([NCAA.org](http://NCAA.org)). A copy of the NCAA publication *Guide for the College Bound Athlete* is available in the Counseling Office or the Athletic Office. It is the responsibility of the student to ensure they meet the requirements of the NCAA. When making any adjustments to class schedules it is the student’s responsibility to be aware of how changes would affect his/her eligibility for college athletics. Classes taken P/F do not count towards NCAA eligibility, the course is calculated as a weight of zero.

## **TESTING**

Students are tested to determine scholastic ability, achievements and interests. These test results aid the teachers in knowing more about the students they have in class and, in turn, help the students realize their strengths and weaknesses. Test results also play an important part in selecting students for college admission, as well as for employment.

## **COLLEGE ENTRANCE EXAMINATIONS**

Information and registration packets for the ACT and/or the SAT college entrance exams are available in the Counseling Office. It is the student's responsibility to pick up and to mail the registration materials and test fee. Web-based registration is another option for students. Test dates and registration deadlines are posted in the Counseling Office and on the back of the registration packets.

The Preliminary Scholastic Aptitude Test is the qualifying exam for the National Merit Scholarship Qualifying Test program. Juniors that want to participate can for a fee. All sophomores will participate in the PSAT. The fee will be paid by the Board of Education.

The ACT and the SAT are the two college entrance exams that higher education institutions consider for admission. Most public and private colleges throughout the country accept both tests. Students should check with the specific

colleges they are interested in to determine if one test is preferred over the other. Individual institutions set their own requirements with respect to ACT and SAT scores.

The ACT is a three-hour exam consisting of five parts: English, mathematics, reading, science, and an optional writing component. The SAT has three sections: math, critical reading and writing. Some private or selective colleges require the SAT subject tests, in addition to the regular exam. Each college requiring the SAT subject tests specifies which tests are to be taken. Students should check with the individual colleges since testing requirements often change.

Mayfield High School’s code number for the ACT and SAT tests is 361-325.

**COUNSELING DEPARTMENT TESTING PROGRAM**

**PSAT / NMSQT\*/ACT Aspire**

(Preliminary Scholastic Aptitude Test/ National Merit Scholarship Qualifying Test)

Wednesday , October 19, 2016 Grade 10 (all) and grade 11 (college bound) Grade 9 (Aspire)

**AP\*** (Advanced Placement Examinations)

May 1 through May 12, 2017 .....Grade 10, 11 & 12 (if qualified)

Students taking an AP course are required to take the AP exam.

**SAT I AND SAT II** (Scholastic Aptitude Tests)

Saturday .....November 05 .....2016

Saturday .....May 06..... .....2017

**ACT** (American College Test)

Saturday .....October 22 .....2016

Saturday .....April 08..... .....2017

Pre-registration is required approximately four to five weeks in advance of each test. Registration materials are available in the 9-12 Counseling Office or on the internet.

Students on an IEP or 504 plan, who are entitled to accommodations, must see their counselor at the end of their Sophomore year to complete the necessary forms to request testing accommodations from the College Board and/or the American College Testing Company.

**OHIO GRADUATION TEST (OGT)**

This test is mandated by the state of Ohio for all students beginning with the class of 2007 or later.

OGT retake (Juniors/Seniors) ..... Oct. 24-Nov 6, 2016

OGT retake (Juniors/Seniors) ..... March 13-26, 2017

All students graduating after September 15, 2006 must pass the Ohio Graduation Test in five areas: Reading, Writing, Mathematics, Social Studies, and Science.

**OHIO EARLY COLLEGE MATH PLACEMENT TEST**

The Ohio Early College Mathematics Placement Test is administered in early December. The purpose of the test is to apprise juniors of their probable mathematics college placement and which mathematics courses they would have to take to satisfy the graduation requirements for the indicated major. Any junior wishing to take College Prep Math in their senior year must take the test and receive a score of four or five.

**TRANSCRIPT REQUESTS**

Requests for high school transcripts are made through the Counseling Office. There is no charge for students enrolled at Mayfield High School or for the first year after graduation. Thereafter, a fee of two dollar (\$2.00) is charged for each transcript requested. A signed release form is required before transcripts will be sent. Transcripts will be withheld if the student has not fulfilled any financial obligations due to the district.

**COLLEGE APPLICATIONS**

Seniors may apply for college admission on-line or by paper application. When applying on-line, students should request that their counselor have an official transcript sent to the college, along with any secondary school report, recommendation letters or college preparatory form. If using a paper application, students should give the completed application and application fee in the form of a check to their school counselor. The counselor will send these materials, along with a copy of the official transcript, to the appropriate college. Students are asked to give applications to their counselors well in advance of any postmark deadline. Typically, it takes approximately two weeks to process college applications through the Counseling Office.

### **COLLEGE AND CAREER PLANNING**

Representatives of many colleges and universities are invited to Mayfield to acquaint students with their particular institutions, their requirements for admission, and their academic and social programs. Students may visit with as many as three representatives with teacher and counselor approval. In addition, college catalogues, reference books, and videos/DVDs are available in the Counseling Office to help students with career planning and college selection. A *College Planning Workshop* will be held on January 12, 2017 at 7:00 PM. This workshop is for juniors and their parents.

### **CLEVELAND SCHOLARSHIP PROGRAMS**

A financial aid representative from the Cleveland Scholarship Program is available one day a week in the Counseling Office. This representative assists seniors and their parents with the various applications needed to obtain financial aid for college. The Board of Education provides this service, free of charge, to Mayfield students. A financial aid meeting, which will cover general financial aid information as well as guidelines for completing the FAFSA (Free Application for Federal Student Aid) is planned for junior and senior parents for Thursday, September 15, 2016 at 7:00 PM. Parents do not need to pay a consultant for this service.

### **LOCAL SCHOLARSHIPS AND AWARDS**

The following is a tentative list of local organizations offering scholarships and/or awards to qualified seniors:

- Irwin Abel Industrial Arts Scholarship
- John Caretti Memorial Scholarship
- Cat's Cabinet
- Center School Association
- Tom Comella Scholarship
- Ross & Carmella DeJohn Trust 100
- Mafalda E. DePaul Memorial Scholarship
- Friends of the Mayfield Regional Library
- Gates Mills Community Club
- Gates Mills PTO
- Gates Mills Players
- Lander PTG Scholarship
- Hillcrest Art Guild
- Hillcrest Hospital Scholar/Intern
- Debbie Hudacko Memorial Scholarship
- The Jenna Marie Ungrady Memorial Scholarship
- Italian-American Cultural Association
- Bruce Jurgovan Physics Award
- Ronda A. Kalata American Color Scholarship
- Irene P. Kay Scholarship
- Brian S. Khoury Scholarship
- Gus and Olga Koenig Scholarship
- Kim Longo Memorial Scholarship
- Alfonso Marra Scholarship
- Jane Martin Scholarship
- Mayfield Alumni Association Scholarships
- Mayfield Area Chamber of Commerce
- Mayfield Athletic Boosters
- Mayfield Band Boosters
- Mayfield Education Association
- Mayfield Heights Lions Club

- Mayfield High School Choral Boosters
- Mayfield High School PTSO
- Mayfield Middle School Association
- Mayfield Retirees' Leaders in Education
- Mayfield Schools Coordinating Council
- Mayfield Women's Club
- McDonald's Scholarships
- Philip Meyers Scholarship
- Millridge Center Scholarship
- Millridge Parent Teacher Scholarship
- Northern Ohio American Red Cross High School Scholarship
- Novelis Corporation Scholar/Intern
- Parker Hannifin Corporation
- Pepsi Cola Scholarships
- Phi Beta Kappa
- Judy Radosky Memorial Scholarship
- Billy Ranells Memorial Scholarship
- The Shah Family Scholarship
- Thomas A. and Richard A. Shatten Memorial Scholarship
- Tracy Lynn Tomko Memorial Scholarship
- Vikki & Krystal Scholarship
- Wenger Orthodontics Science Scholarship
- Wildcat Youth Football Club Scholarship
- World Affairs Club
- Zillmann-Renner Scholarship

The amount of each scholarship depends upon the funds available. Any senior wishing to apply for any, or all, of these scholarships should do so by obtaining applications from the Counseling Office for each sponsoring organization. Seniors are notified of the availability of these local scholarships in early March. Applications must be returned to the Counseling Office by the end of March.

**Request for Information from Armed Services**

Mayfield does not provide lists of our students' names, addresses, and telephone numbers to any organization outside of school. However, several years ago the State of Ohio passed legislation which mandates that all public school high schools "shall" provide a list of students in grade 10 through 12 to the armed services, unless the student or his or her parent, objects to release of this information in writing. The purpose of this request is to provide information about careers and college opportunities in the armed services. If you do not want your child's directory information released to the armed services, please send a note to the guidance secretary by September 15 indicating your objection.

## **RULES AND REGULATIONS**

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

### **RULES AND REGULATIONS**

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

## **DANGEROUS WEAPONS IN SCHOOL**

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

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

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

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

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

## **DRUG-FREE SCHOOLS**

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

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

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

## **GANG INVOLVEMENT/ACTIVITY**

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

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

regulations or substantial disruption of the orderly operation of the school.

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

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

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

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

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

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

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

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

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

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

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

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

Harassment, intimidation, or bullying also means cyber bullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the

other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s)

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

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

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

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

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

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

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

### **Complaints**

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

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

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



alleged to have committed acts of harassment, intimidation, and/or bullying.

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

### **USE OF COMPUTER RESOURCES**

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

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

to their use of the Internet. 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.

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

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

## **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

### **DETENTION SYSTEM**

Office detentions will be assigned to students for minor offenses and will be served on Monday, Tuesday, Wednesday(am), or Thursday from 3:05 PM to 4:00 PM. Students may also be assigned double detentions from 3:05 PM to 5:00 PM on *Thursdays*. Detentions are held in the 9-10 building in a designated room. Students must report on time or they will be counted absent, resulting in additional consequences. Students who need to reschedule a detention for a legitimate reason must do so before noon on the day of the scheduled detention. Detentions may be rescheduled only once.

In some cases, students may work off detentions by helping a staff member, cleaning the cafeteria, or any other duty approved by the assistant principal. The administrator will consider the circumstances of the offense and decide on the conditions of the work detail on an individual basis.

Bus transportation will not be provided for students serving detentions. Students will be assigned one or two detentions for the following reasons:

- In the halls without a pass
- In the lavatories without authorization or pass
- Failure to report to office or clinic on request
- Tardiness to class or school
- Minor insubordination
- Disruption in class or study hall
- Miscellaneous offenses

**Students who cut detention may be assigned the following:**

- 1<sup>st</sup> offense..... 1 day exclusion or double detention
- 2<sup>nd</sup> offense ..... 2 days exclusion
- 3<sup>rd</sup> offense ..... violates Student Conduct Code Rule # 2 possible suspension.

If detentions fail to correct or modify student inappropriate behavior, detentions will no longer be an alternative. The counselor or administrator will contact the parent if the student does not accept discipline in the form of detention.

### **SATURDAY INTERVENTION**

Saturday school may be utilized as a behavioral intervention option on selected Saturdays throughout the school year. Saturday school will run from 8:30A.M.-11:30A.M. Students who fail to attend Saturday school will receive an out of school suspension. Use of Saturday intervention is left to administrative discretion.

### **EXCLUSION FROM CLASSES**

A student will be assigned to the Exclusion Room if detentions and counseling do not help improve the student's behavior, and for certain violations of the Code of Conduct. Students are assigned to Exclusion for a specified period

and are under the supervision of a staff member. All students assigned to the Exclusion Room will be expected to report promptly at 7:35 AM and will remain until 3:00 PM. Early release is not permitted if a student is in exclusion. Students will be permitted to take scheduled breaks and to order a limited lunch from the cafeteria. Exceptions to these regulations are made at administrative discretion only. Food or drink, electronic devices or headsets (any form), games, etc., are not permitted.

A student in exclusion will be considered in attendance in school but will not be allowed to attend classes. Students in exclusion are eligible for participation in athletics and activities at the end of school on the last day of the exclusion. Students in exclusion will be expected to have materials and supplies needed to complete teacher assignments, homework or other school-related work. Whenever possible, students will be given one (1) day to contact their teachers, gather their assignments, and develop an educational plan before reporting to the Exclusion Room. Students who do not work productively on this plan will not receive credit for any part of the educational plan not completed. Refusal to follow these guidelines or refusal to accept exclusion will result in suspension from school for the number of days originally assigned, plus two (2) additional days. Students in exclusion will be allowed to make up homework and tests missed in class. It is the student's responsibility to make arrangements with teachers regarding make-up work. School lunch is served in exclusion. Students cannot have lunch delivered to exclusion.

### **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 from Mayfield High School. The term "Expulsion" shall be understood to mean the exclusion of a student from all school attendance and related activities for a period not to exceed eighty (80) school days.

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

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

## **OHIO'S EXCLUSION LAW**

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

### **DUE PROCESS**

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

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

### **JURISDICTION**

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

### **STUDENT CODE OF CONDUCT**

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

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

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

#### **Part II – Code of Conduct**

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

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

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

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

#### **Rule 1. Truancy (including cutting class or study hall)**

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 or study hall 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.

The penalty for truancy is as follows:

- 1<sup>st</sup> offense..... 1 day exclusion
- 2<sup>nd</sup> offense ..... 2 days exclusion
- 3<sup>rd</sup> offense ..... Suspension and parent contact
- Repeat offenses.....Administrative discretion up to and including exclusion from school

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

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

**Rule 2. Inappropriate Behavior and Conduct**

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

**Rule 3. Fighting /Violence**

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

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

- 1<sup>st</sup> offense..... 3 to 10 days suspension from school
  - 2<sup>nd</sup> offense ..... 5 to 10 days suspension from school & parent conference
  - 3<sup>rd</sup> offense ..... 10 days suspension & possible recommendation for expulsion
- In addition, a police report may be filed with the appropriate authorities.

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

**Rule 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 cell phones, laser pens, lock picks, or other devices that disrupt class, assemblies, or programs).

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

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

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

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

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

#### **Rule 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.

The penalty for use of tobacco is as follows:

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

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

The penalty for possession is as follows:

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

**Information on Senate Bill 218:**

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

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

**Rule 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.). Playing cards can be used for a variety of games that do not involve gambling or betting of any kind. Administrative approval can be granted for these situations.

**Rule 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 (areas where the student is not scheduled, such as, pool area, field house, Career Technical Education building, locker rooms, faculty restrooms, etc.) or outside the building without permission (such as in the parking lot, in the rear of the building) will be considered out of bounds.

The penalty for being out of bounds is as follows:

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

**Rule 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 and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

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

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

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

B. violence within a dating relationship.

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

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

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

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

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

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

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

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

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

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

### **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.

### **ATTENDANCE**

Attendance in school is usually reflected in a student's grades and achievement. Students should be in school on a regular basis. There are times, however, when absence is necessary because of illness, home problems, etc. Parents should notify the attendance office if their child is going to be absent by calling 995-6815 for juniors and seniors or 995-6915 for freshman and sophomores. Excel TECC needs to call 995-6765.

Whenever any student under the age of eighteen (18) has ten (10) consecutive days or a total of fifteen (15) days of unexcused absence from school during any semester, the Board authorizes the Superintendent or his designee to inform the student and his parents of the truancy record and the District's intent to notify the Registrar of Motor Vehicles and file a complaint in Juvenile Court.

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

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

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

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

Students are expected to arrange for make-up with the classroom teachers immediately after returning to school. Failure to do so could result in no credit being granted for any missed schoolwork.

Ohio state law requires students to attend a minimum of six (6) clock hours during the school day. However, most student schedules run from 7:35 AM until 3:00 PM. Students in grades 11 through 12 may leave the building any time after 2:05 PM if they have no more classes. Once a student has left the building, he/she may not re-enter until 3:00 PM and only when he/she has an extracurricular activity or an appointment with a teacher. Seniors must maintain passing grades in all graduation requirements in order to qualify for early release. Failure to do so will result in assignment to study hall for intervention.

1. Students are to report directly to their homeroom at 7:35 AM.
2. Students arriving after 7:40 AM are to report immediately to the office and sign in.
3. Any student arriving after 10:30 AM will be counted 1/2 day absent.
4. If absence from class becomes a problem, the teacher will notify the Assistant Principal. Reasons for absence will be investigated and teacher will be notified. The teacher will then judge absence in relation to class grading. Students are reminded that a class missed due to sign-ins and sign-outs constitutes a class absence.
5. Students may not be absent from school for non-school-related activities. Examples of non-school-related activities would include shopping trips, babysitting, trips to the barber or beauty shop, dental and medical appointments of a non-emergency nature, etc.

#### **SIGNING IN AND OUT OF SCHOOL**

**Signing In:** Parents, when possible, should contact the attendance office prior to their son or daughter signing in late. Students must report to the attendance office and contact a parent (unless a parent has already called) when arriving after homeroom. Notes from parents are not considered an acceptable parent contact. Students who do not properly sign in to school will be issued detentions.

**Signing Out:** Parents, when possible, should contact the attendance office prior to their son or daughter signing out. Students must report to the attendance office and contact a parent (unless parent has already called) prior to signing out. Notes from parents are not considered an acceptable parent contact. Students who do not sign out properly will be considered truant and subject to appropriate discipline outlined in Rule 1 of the Student Code of Conduct.

Any student who must sign out due to illness will be referred to the office by the school nurse and will be excused from school only if a parent or guardian can be contacted. Parents are encouraged to make appointments of any nature after school hours or over the weekend.

#### **LEAVING SCHOOL DURING THE SCHOOL DAY**

Mayfield High School has a closed campus. No student may leave school at any time without a permit to go home issued by the attendance office and/or clinic. A student leaving without permission is considered truant for the portion of the day that he/she is not in the building and is subject to disciplinary action under Rule 1 of the Student Code of Conduct. Note: Students cannot sign out to leave campus for lunch, even with parental permission.

#### **ATTENDANCE REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

## AND ATHLETICS

In order to participate in an extracurricular activity the day of the event any student athlete must adhere to the following:

1. Attend School a minimum of FOUR academic class periods (study hall and lunch excluded)
2. Arrive to school no later than 9:30AM the day of the event

## TARDINESS TO SCHOOL

Tardiness to school or class is detrimental and disruptive to both the teacher and students and will result in disciplinary action. Tardy to school or class is defined as not being totally inside the classroom when the tardy bell rings. The consequences for excessive tardiness are as follows:

**Tardiness to School:** After five (5) tardies to school each grading period, a detention will be assigned. Students who continue to be late (chronic offenders) may receive additional detentions, exclusion or suspension as outlined:

5 times late..... detention  
7 times late..... detention  
9 times late..... 2 hour detention  
11 times late.....Saturday School

13 times late or more in one grading period will result in discipline at the discretion of the assistant principal and may include Saturday school and suspension from school. Note: Parents should call the attendance office when their son or daughter is arriving to school tardy, but this does not excuse the tardy. Only a medical note can excuse a tardy.

**Tardiness to Class:** After three (3) tardies to class each grading period, the teacher will contact the parent and assign a teacher detention. Students who continue to be late to class will be referred to the office and will receive additional detentions, exclusion or suspension as outlined above under “Tardiness to School”.

## BEFORE AND AFTER SCHOOL REGULATIONS

Students who arrive prior to the start of school (7:35 AM) must remain in the building. Those students who choose to leave the building and/or campus are considered out-of-bounds and are in violation of the Student Code of Conduct.

- All rehearsals, practices, and meetings must be under the supervision of a faculty member.
- Students who leave the building are not permitted to return for detentions or after-school activities prior to 3:00 PM.
- Students not under the supervision of a faculty member should be out of the building by 3:25 PM. A student whose schedule is completed before 3:00 PM and who wishes to remain for an after-school activity must report to study hall.

Groups using the building in the evening will be expected to leave by 10:30 PM and leave all rooms and equipment in the proper condition to resume school the next day. Only authorized students are permitted to attend the evening community recreation program.

## LOITERING

Students are not permitted to loiter anywhere in the building or on the school grounds. Students whose schedules are completed at 2:05 PM may:

- Leave the building and school grounds
- Report to the study hall and remain the entire period
- Report to a staff member for extra help and remain the entire period. Students who consistently loiter in the building may be subject to disciplinary action.

## MAYFIELD CITY SCHOOL DISTRICT MEDIA RELEASE

Throughout the school year, students’ names, photographs, artwork and/or comments appear in various media. These images are used for educational or publicity purposes for Mayfield City Schools. Parents are asked to sign a release form granting permission for images and comments to appear in a variety of forms, including, but not limited to

magazines, newspapers, books, brochures, newsletters, television, videotape, advertisements, photographs, web sites, and media sources. In signing the release form, parents waive all rights to inspect and/or approve copy or voice-over commentary that may be used in conjunction with the visual images and the uses to which they may be applied. In addition, parents acknowledge that the visual images, comments and/or reproduced art work shall become the exclusive property of the Mayfield City School District.

### **CAREER TECHNICAL EDUCATION STUDENTS**

Career Technical Education co-op students must leave the building after the completion of their last scheduled class. Students are expected to leave the building through the doors in the Career Technical Education building. Any student found loitering in the building or on the grounds after their scheduled classes will be considered out-of-bounds and assigned to the Exclusion Room.

All Career Technical Education students are expected to register and park their vehicles in the Career Technical Education parking lot. Failure to do so will result in the loss of driving privileges and/or the assigning of detentions. All other rules and regulations listed in this handbook apply to students in Career Technical Education programs.

### **DRESS CODE FOR STUDENTS**

In order to promote a safe and healthy school setting, the Mayfield Board of Education believes that personal appearance of an individual begins with proper dress, cleanliness and common sense.

The objective of this dress code is to provide an appropriate educational environment while allowing students to dress comfortably within limits to facilitate learning. Student's attire can have a positive or negative effect on the learning process, contribute to a student's success, and generate a safe and positive learning environment. We expect students to maintain the type of appearance that is not distracting to students, teachers or the educational process of the school.

While individual students may choose to express their personal and ethnic pride through their appearance, certain requirements for a standard of dress that is appropriate in an educational setting are set forth in the dress code.

#### **THE REQUIRED STANDARD OF DRESS INCLUDES:**

- Comfortable clothing for both boys and girls that does not expose the midriff, abdomen, back, shoulders, or upper thighs
- Tops and shirts that overhang the waistband of pants and/or skirts.
- Clothing that covers the student's undergarments
- Pants, skirts and shorts that are worn at or near the waist
- Skirts and shorts that are of an adequate length when standing or sitting (closer to the knee than the hip – below mid thigh)
- Clothing that is free of imprints that contain phrases or drawings that are offensive, suggestive or disruptive (e.g. profanity, sexual innuendo, alcohol, tobacco, drugs, etc.)
- Clothing and footwear that does not present a safety hazard (e.g. science, industrial tech, family and consumer science, art) Footwear must be worn at all times.
- Clothing that is intended to be worn indoors (students should not wear outer garments during the school day)
- Students are not permitted to roll their pants at the waist.

#### **THE FOLLOWING ITEMS VIOLATE THE DRESS CODE. STUDENTS ARE NOT PERMITTED TO WEAR THESE ITEMS IN SCHOOL UNDER ANY CIRCUMSTANCES.**

- Hats, bandanas, wave caps, sweatbands and other head coverings (head coverings worn for established and/or traditional religious purposes are an exception)
- Slippers or pajamas
- Hair set in curlers, etc.
- Undergarments worn as outer garments
- Sunglasses
- Book bags
- Oversized purses
- Tote bags
- Costumes

- Extra items (such as towels, blankets, etc.)
- Jeans or other pants that are torn or have holes in them (unless they have leggings underneath)
- Clothing or accessories with metal studs or spikes including chains
- All tank tops and tops with spaghetti straps
- Off-the-shoulder tops
- Tops that are low-cut in front and/or back
- Transparent garments, open mesh garments, spandex or garments with large open sides without an undershirt
- Boxer shorts, biking shorts, or gym shorts
- Coats and jackets that are intended to be worn as outer wear
- Tights, leggings and/or spandex must be covered by a shirt that covers the torso. They cannot be worn solely as pants.

If you have any doubt that a specific article of clothing or accessory does not meet the standard set forth in this dress code, do not wear it.

Students who do not meet the standard of dress will be referred to the appropriate administrator. The student will contact a parent to request a change of clothing. If a parent cannot be reached or is unable to bring a change of clothes and the dress code infraction is disruptive to the educational environment, the student may be assigned to the exclusion room for the remainder of the day. Repeated failure to meet the standard of dress will result in disciplinary action.

Not all circumstances are necessarily covered by this dress code. Both the degree to which the student's dress fails to meet the dress code standard and the course of action to correct the dress code infraction is at the discretion of the administrator.

### **FOOD AND BEVERAGES**

Food and beverages (other than water) are not permitted in the classrooms.

- Food and beverages brought from home or purchased at school to be consumed at lunch should be kept in the student's locker until his/her scheduled lunch period.
- Water in a clear container is permitted in the classroom.
- Students may not bring beverages to school in coffee mugs or other containers that conceal the contents.

Students who do not have a scheduled lunch period must make arrangements with one of their teachers in 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> period class for permission to bring food to class.

### **HALL PASSES**

At times, it is necessary for students to leave a classroom to go to the office, media center, clinic, lavatory, or another classroom. In such cases, students are to request the proper pass. No student is permitted in the halls during class time without a pass stating the date, time, and destination authorized by a staff member.

Hall passes should be kept to a minimum and be used only for matters of importance. Going to the bookstore to purchase materials, going to the locker for books, etc., are not considered legitimate reasons to miss instructional time.

### **DRIVING PRIVILEGES**

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

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

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

## **PARKING LOTS**

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

1. The driver must possess a driver's license.
2. The driver must have permission from his/her parent(s) to drive.
3. The school should have a registration form on file for each student and for each automobile driven to school.
4. The District requires student drivers to comply with all state motor vehicle laws, including the law requiring the carrying of automobile insurance.
5. The driver must purchase a parking permit (cost \$40 each).
6. Students who choose to purchase a parking permit give school officials consent to search their vehicles while on school property. (See searches of students and personal items, pg. 61).

Each student who has permission to drive to school will be issued one parking permit which can be used for any car that is registered with the school. Permits can be obtained in the main office during the first full week of school for \$40. This parking fee helps to defray the cost of maintenance of the parking lot (i.e., snow removal, salt, repair of pot holes, periodic sealing and striping).

- The Mayfield School District accepts no responsibility or liability for vehicles parked in District-owned parking lots, or the contents therein. Individuals using District parking lots do so entirely at their own risk.
- Students have been provided with a student parking lot and should use that lot at all times. Special areas have been assigned for staff and community parking, including designated space in the Career Technical Education parking lot. Students should not park in these areas under any circumstances.
- Students parking in the handicapped or visitor spaces will be issued detentions and/or citations.
- Drivers should follow all rules and regulations set by the school. A suspension of driving privileges will result upon the failure to comply with these rules. Parking offenses can result in the issuing of detentions.
- Students will be considered out-of-bounds if they are found in a car or in the parking lot without permission during school hours.
- Owners and drivers of cars are responsible for the actions of the passengers they transport.
- Students who drive recklessly or inappropriately on school property at any time will be suspended from school (maximum ten days) and will lose their privilege to drive to the High School.
- The Mayfield School District reserves the right to search all vehicles parked on school property. The District retains the right to contact local law enforcement agencies and/or suspend the driver's right to use District parking lots in the future.

We have had problems with students parking without a permit, parking in areas designated for teachers, other staff and visitors, and parking outside a designated marked parking space. We have the option to ticket, boot, or tow cars that are illegally parked. Cars that are towed can be retrieved at Ken's Auto Service, 744 SOM Center Road, Mayfield Village, Ohio, 44143 (phone 440-442-0166).

## **REMOVAL FROM CLASS**

Students who do not cooperate with a teacher and who are repeatedly disruptive in any one class may then be removed from that class for a given period or withdrawn from that class. If withdrawn the student will receive a failing grade for the course.

## **REMOVAL FROM EXTRACURRICULAR ACTIVITIES**

Students who violate the Student Code of Conduct or the constitution and/or club standards could be denied the privilege of participating in the club or activity and/or removed from that club or activity.

## **RESTROOMS**

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



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

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

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

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

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

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

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

## **SCHOOL BOUNDARIES**

Students in the parking lot, behind the Career Technical Education building, or behind the 9-10 and 11-12 buildings will be considered out-of-bounds. Students should not be in the faculty restrooms, pool, weight room, locker rooms, or field house without permission and without the supervision of a staff member.

## **SCHOOL BUSES**

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 exclusion from classes or suspension from school.

## **SPITTING**

Spitting in the wastebaskets in the classrooms or in the halls will not be tolerated. Students who choose to spit will be given a minimum of two (2) detentions.

## **SPRAY CANS OR BOTTLES**

Students may not bring any substance to school in a spray can or bottle. Aerosol sprays and spray bottles of any kind are strictly prohibited on school grounds.

## **STUDY HALLS**

Full 50-minute study halls may be part of the student's schedule any period of the school day. Students in grades 9 and 10 must report to an assigned twenty-three minute study hall opposite their lunch period. Students in grade 12 are assigned to the cafeteria during the entire lunch period. Students in grade 12 may use the second half of the lunch period to study in the library, meet with teachers or student groups, etc., as long as they request permission from supervisory staff and provide evidence of their whereabouts. Attendance in assigned study halls is required. See "Truancy"

Students are expected to study quietly and independently and to be prepared with necessary materials or books. Any student who wishes to work with another student must obtain permission from the study hall supervisor. Student cooperation is essential to insure effective use of study hall time.

- Attendance will be taken in all study halls. Students who need to be out of the study hall must be signed out with the study hall teacher at the beginning of the study hall period.
- Card playing is not permitted in any of the study halls or libraries.
- Students are not permitted to walk around without permission.
- Students in eighth period study hall in grades 11-12 may leave school at 2:05 PM once an early release form is submitted to the office and approved. They may not return to school to ride the school bus. Students who are dismissed at 2:05 PM may return to the school for athletic practice or extracurricular activities under the supervision of staff.
- Students in grades 9 and 10 are not permitted to leave eighth period.

### **THROWING OBJECTS**

Students must refrain from throwing objects in school or on school grounds. Students who choose to throw objects that can potentially injure others or disrupt school (such as snowballs, food, or any object not specifically intended to be thrown) are in violation of the Student Code of Conduct. This behavior is subject to full implementation of disciplinary action including detentions, exclusion and suspension.

## **GENERAL INFORMATION**

### **ADVERTISING OUTSIDE ACTIVITIES**

#### **Public Address Announcements**

Announcements for outside-the-school activities will be made at the discretion of the principal and require prior approval.

### **Non School-Related Activities**

No announcements or postings of outside agencies will be permitted, except on the designated appropriate information board with the approval of the principal.

### **ANIMALS**

No live animals are to be kept or brought to school without the approval of an administrator.

### **AMERICAN RED CROSS**

Mayfield High School's association with the American Red Cross is vital to school programs and community outreach. The High School collaborates with the American Red Cross in the following ways:

- CPR classes
- Red Cross certified baby-sitting course
- Bloodmobile
- Leadership training
- Seasonal food and clothing drives for the needy

### **ASSEMBLIES**

The principal approves all assemblies. Students are required to attend scheduled assemblies. In some cases, students are permitted to report to the Cafeteria for study hall as an alternative to attending some assemblies.

### **BACKPACKS / BOOK BAGS**

Students are permitted to use backpacks and book bags to transport books and materials to and from home. However, these and any type of bags used to carry school supplies and other items, including string bags, must remain in the student's locker during the school day. The use of any type of book bag or backpack during the school day (7:30 AM – 3:00 PM) is strictly prohibited.

### **BOARD OF EDUCATION MEETINGS**

Students are invited and welcome to attend all regular and special Board of Education meetings. Regular board meetings are generally held on the third Wednesday of each month. (See the school calendar for exact dates.)

### **BOOKSTORE**

The bookstore is located in the 9-10 building at the north end of the Cafeteria corridor. Various school supplies and other items can be purchased from the bookstore during lunch periods and before school starts the first two weeks of school.

### **BULLETIN BOARDS**

Bulletin boards in the classrooms are under the supervision of the teachers using the rooms. The bulletin boards and display cases in the halls are under the supervision of the art teachers and department chairpersons. Specific areas are assigned where regular posters and notices may be displayed. Teachers and students wishing display areas for special events should consult the art teachers.

### **CAFETERIA**

Lunch may be purchased in the cafeteria or it may be brought from home. Students are not permitted to go to the gym or field house during their lunch period. No one is permitted to leave the school grounds for lunch. Students are not permitted in cars during school without permission from the office. Students are responsible for disposing of food wrappers, other waste and for wiping off the lunch table when necessary. All food must be eaten in the cafeteria. Students may use the restrooms during their lunch period with permission from a staff member. Students are not permitted to be in the locker or library areas during their lunch period.

### **CLASS OFFICERS**

Students elect class officers to serve one year. Those students wishing to run for one of the six offices of President, Vice-President, Secretary, Treasurer, or Spirit Coordinator (2) shall sign up in Guidance Office and attend a special meeting where their duties and responsibilities are explained. Upon accomplishing this, they are eligible to run for

class office. On the day designated, an election is held using a secret ballot. Every member of the class is eligible to vote. Students vote for one candidate for each of the four offices of President, Vice-President, Secretary, and Treasurer, and for two Spirit Coordinators. All class officers and delegates are expected to attend all council meetings and council sponsored functions.

**CLASS OFFICERS FOR THE 2015-2016 SCHOOL YEAR**

**Head Council:**

- TBD ..... President
- TBD ..... Vice-President
- TBD ..... Secretary
- TBD ..... Treasurer

**Senior Class:**

- TBD ..... President
- TBD ..... Vice-President
- TBD ..... Secretary
- TBD ..... Treasurer
- TBD ..... Spirit Coordinators

**Junior Class:**

- TBD ..... President
- TBD ..... Vice-President
- TBD ..... Secretary
- TBD ..... Treasurer
- TBD ..... Spirit Coordinators

**Sophomore Class:**

- TBD ..... President
- TBD ..... Vice-President
- TBD ..... Secretary
- TBD ..... Treasurer
- TBD ..... Spirit Coordinators

**Freshman Class:**

- TBD ..... President
- TBD ..... Vice-President
- TBD ..... Secretary
- TBD ..... Treasurer
- TBD ..... Spirit Coordinators

**CLASS RINGS, CLASS MOTTO, FLOWERS, COLORS**

Mayfield’s school colors are green and white. Class rings are ordered during the sophomore year and are optional. They are received during the end of the sophomore year.

Each senior class has a motto, which is considered the aim of the members after graduation. The motto and class flowers are selected by written ballot. Each class selects its own colors in its senior year (not green and white).

**STUDENT HEALTH SERVICES**

Students who are injured or ill will be cared for in the School Clinic by a Healthcare Paraprofessional or School Nurse. If the injury or illness is not serious, appropriate care will be given and the student will return to class. The Health Services staff will contact the parent/guardian if the student’s health condition/injury is serious or the student feels he/she needs to go home. It is imperative that the information on the Emergency Authorization form be kept up-to-date for this reason. If it is determined by school officials that the situation is of an emergent nature, Emergency Services will be called and parent/guardians will be contacted. No student under eighteen (18) years old will be given any treatments at a hospital without the permission of his parents/guardian. If a parent/guardian cannot be contacted, hospital officials will accept the Emergency Authorization form if it authorizes emergency treatment.

State law requires that 9<sup>th</sup> graders are given hearing and vision screenings. These screenings are conducted by the Health Services staff. You will be notified in writing with a referral for further follow up with your healthcare provider if your student's screening results are outside the established parameters. If you do not wish for your student to have these screenings, please forward your wishes to Health Services in writing. It will be necessary for you to provide documentation that these screenings were performed by your healthcare provider within the previous 12 months if you choose not to have them screened at school.

### **STUDENTS WITH DISABILITIES**

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

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

29 USC § 794

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

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

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

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

### **POLICY STATEMENT**

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

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

### **GRIEVANCE PROCEDURE**

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

Director of Student Services  
1101 SOM Center  
Mayfield Heights, OH 44124

### **DANCES, PROM AND SOCIAL ACTIVITIES**

Various clubs throughout the school sponsor dances and social activities. The sponsor and principal must approve musical groups, bands, and entertainers and any other unique aspects of the event (such as special effects, unusual decorations, etc.).

In some instances, there will be restrictions on the various grade levels and ages permitted to attend school sponsored activities.

- All students may be required to show school identification for entry
- Students in grade 9 are not permitted to attend Prom unless invited by a student in grades 10-12
- All attendees at any dance, prom, or social event must be under the age of 21. Non Mayfield Students must fill out an application to attend and be approved by the principal or his designee.
- Students who are enrolled in Excel TECC programs may attend only if escorted by a Mayfield student and approved by the principal or his designee.
- All attendees to any dance, prom, or social event who engage in simulated sexual acts will be removed from the event without refund of admission price.

Students who are participants in the Homecoming assembly or any assembly related to a special event must be present in school for a minimum of three class periods (not including the assembly period) on the day of the event or they may not participate.

### **DRAMA PRODUCTIONS**

#### **Fall and Spring Plays**

The plays are the annual project of the Mayfield Players. Profits from these productions support the purchase of necessary materials for dramatics. The plays are usually scheduled during the middle of November and May.

#### **Musical**

The musical is an annual production usually during late winter or early spring. Tryouts for the musical are open to all students.

### **EARLY DISMISSAL**

The State of Ohio has determined in its Minimum Standards for Ohio state schools that all students must attend for a minimum of six (6) clock hours each day. An exception to this is made in the case of Career Technical Education students and other students who are excused by the school administration for “other guided learning experiences.” In some cases, this may be interpreted as a job. Students wishing to apply for early dismissal should contact the office for approval. Seniors must maintain passing grades in all graduation requirements in order to qualify for early dismissal. Failure to do so will result in placement in study hall for intervention.

### **FEES**

At the beginning of each school year, students will be assessed certain fees based on course selections. Students are required and expected to pay these fees during a designated fee collection time in October.

- All students will pay a \$25 materials fee.
- Individual courses may also require a fee.
- The above does not include parking fees, late fees, Excel TECC fees, or extracurricular fees.
- The parking permit fee is \$40.

Seniors who have not paid fees from previous years or the current year will not be permitted to attend the graduation ceremony.

Paying for student fees and the school lunch program using a credit card may be handled by accessing the Infinite Campus Parent Portal that is linked to the district home web page that can be found at [www.mayfieldschools.org](http://www.mayfieldschools.org). High school students may also make payment at the high school cashier’s office with check or money order.

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.

### **FIELD TRIPS**

"Field trip" is the general term given to school-sponsored activities held off school grounds. Field trips may be considered part of the class curriculum as well as extracurricular. All field trips require off-campus permits.

We recognize the necessity and educational value in field trips; however, students have the responsibility and obligation to make up all schoolwork missed.

### **FIRE AND TORNADO DRILLS**

Fire drills are practiced for each student's safety. When the alarm sounds, students should leave the room and proceed in an orderly fashion to the exit assigned to the room they are leaving. Doors should be closed and lights turned off. To avoid confusion, silence should be maintained during drills. Students should be certain that they know the exits assigned to their classrooms and other areas. Fire drill regulations are posted in each homeroom. Regulations and instructions for a tornado drill will be reviewed with students and teachers at the beginning of the school year.

### **FUNDRAISERS**

No student is permitted to sell candy, food, or any other item in school without administrative approval and without the consent of the Mayfield Board of Education. Students who violate this rule will be subject to school discipline.

### **HOMECOMING DANCE**

The Student Council sponsors the Homecoming Dance. It is a traditional fall dance open to all students in tenth through twelfth grade at Mayfield High School, recent MHS alumni, and their dates. Students from other districts enrolled in Excel TECC programs may attend only if escorted by a Mayfield Student. Attendees must be under the age of 21. The dance is held the evening after the annual homecoming football game.

### **HOMECOMING QUEEN**

Any senior girl with at least a 2.5 GPA, a completed application, at least 2 sports or extracurricular activities, and 2 teacher recommendations can self-nominate herself for Sweet 16. Once the application has been accepted, all students and teachers will be given a chance to vote for the Sweet 16. Freshman students will get up to four votes, sophomore students will get up to six votes, junior students will get up to eight votes, and senior students will get up to sixteen votes. Teachers can also vote for up to sixteen individuals. From this process, the Sweet 16 will be chosen. If there is not a clear cut top five winners (for queen and her court) from this first vote, the Student Council officers and advisors may elect to have a second vote for the queen and her court. This will be done by discretion only. If a second vote is held, only the seniors will be able to vote for the queen and her court, and they will be given up to five votes.

### **HOMEROOM AND MORNING ANNOUNCEMENTS**

Homeroom provides an organized method of keeping records and distributing information, flyers, and office requests. Students must be in their seats in their homerooms when the tardy bell rings. During homeroom, announcements are made over the public address system. No talking is permitted during announcements.

**ANNOUNCEMENTS** must be in writing and contain the signature of the sponsor of the club or group. Announcements must be submitted to the office no later than 7:30 AM of the morning they are to be read. Students may make announcements in person if they follow the above guidelines. Daily announcements are posted on the Mayfield website and are available in writing in the school offices.

### **INSURANCE - SCHOOL**

Students may purchase insurance at the beginning of each year. Students who plan to participate in any athletics are encouraged to take out the insurance. Claims are reported directly to the insurance company, and all transactions are between parents and the company.

### **LAPTOP COMPUTERS – Personal**

Students are permitted to bring personal laptop computers, e-readers, and tablets to school at their own risk. The school district is not liable for the theft or loss of, or damage to, students' personal belongings including laptop computers. Students cannot connect the district wireless network.

Students who choose to bring a laptop to school are required to comply with the "Use of Computer Resources" rules outlined in this handbook.

### **LIBRARY – Mayfield High School**

The LMC hours are 7:00 AM to 4:00 PM.

Students who would like to go to the LMC can come during their assigned study hall time but must:

- Report to Study Hall first and get permission from the Study Hall Monitor to be sent to the LMC
- Come with the group from Study Hall and arrive promptly all together at the LMC (no detours to lavatory or lockers)
- Always come prepared to do research, school work, or reading
- Cooperate to maintain an atmosphere which is conducive to reading, research and individual study
- Abstain from eating or drinking, playing games, rocking chairs, or being disruptive in the LMC
- Have parental permission to use computers by turning in a completed and signed Policy Agreement Form to homeroom teacher at the beginning of the school year

Individual teachers may send students to the LMC for work to do for their classroom. Students must come with a pass and the LMC will make every effort to accommodate their needs. If the LMC is filled to capacity, due to the presence of entire classes who have reserved lab space, etc., students may be instructed to return to class.

All books and library materials are available for circulation unless reserved by a class or an individual or on display. Overdue books should be returned upon receipt of an overdue notice. There is a replacement fee for lost books. Please see the LMC personnel to prevent loss of library privileges and other consequences if you are unable to return book(s).

Before leaving the library students should return books, magazines, or materials to the shelves or racks where they were found. If there is any doubt as to where they belong they should be placed on the circulation desk.

Students who do not abide by the rules set above will be sent back to Study Hall or to the classroom that they came from and may be barred from the LMC for a length of time determined by the appropriate administrator.

**\*PLEASE NOTE: WHEN CLASSES ARE SCHEDULED IN THE LIBRARY, The number of students permitted to sign in and use the library may be reduced. On some occasions, the library may be closed. CLASS SCHEDULES ARE POSTED DAILY.**

### **LITERATURE - DISTRIBUTION**

Written material circulated to the students should have Student Council and administrative review. The criteria for approval is

- Appropriate time and place of circulation.
- The material should not interfere with the educative process.

The Board of Education reserves the right to designate and prohibit the publications or productions that are not protected by the right of free expression because they violate the rights of others. Such unprotected materials are those which:

- A. Are prejudicial to an ethnic, religious, or other delineated group;
- B. Advocate the use or advertise the availability of any substance or material prohibited by these policies or which may reasonably be believed to:



1. Constitute a direct and substantial danger to the health of students;
2. Contain obscenity or material otherwise deemed to be harmful to impressionable students who may receive them;
3. Incite violence, advocate the use of force or urge the violation of law or school regulations;
4. Encourage the use of tobacco or tobacco-related products.

### **LOCKS AND LOCKERS**

The Board acknowledges the need for storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search by principals or other school administrators who are designated by them to perform such searches.

Money and any other valuables should not be left in lockers. The District accepts no responsibility for items placed in lockers.

The homeroom teacher assigns hall lockers. Lockers should be kept clean and locked at all times. All students must use school locks. School personnel may cut off locks that are not purchased through the school. Locks may be purchased in the bookstore.

Never give your combination to any student. Never leave your lock or locker unlocked or set it to open by using only one number. Students are only to use the locker they are assigned and should not share their lockers with anyone.

### **LOST AND FOUND**

The lost and found department is located in the bookstore outside the cafeteria. Students can claim lost items by describing them. Any valuable items found should be brought immediately to the student affairs office. Unclaimed clothing items will be donated to charity at the end of each quarter.

### **MUSIC PERFORMING GROUPS (Extracurricular)**

**Catettes & Flag Team:** In the spring, clinics are held to teach techniques to prospective Band Corps members. Tryouts are then held and team members and captains are selected based on scores awarded by a panel of independent judges. Students may try out for Catettes (dance squad), or Flags. Members receive varsity letters after serving on the corps for two years as determined by the band director and coach. The Band Corps is responsible for working with the marching band and performing at football games as well as parades.

**“Limited Edition” Show Choir:** Limited Edition is a select group of senior high school musicians who perform with choreography and staging but whose main emphasis is singing music of various idioms. Rehearsals are Mondays from 6:30 PM - 9:30 PM with a camp in August. Performances have been held locally, statewide, nationwide, on television, and in surrounding communities and school districts including sponsored competitions and festivals. Auditions are held in May of the preceding year and are open to 9th-12th graders.

### **OFF-CAMPUS PERMITS**

Off-campus permits are necessary for any event not held on school grounds, except the Junior-Senior Prom and the Senior/Faculty Banquet. The sponsor of the event may obtain permits at the principal’s office. The purpose of these permits is to notify parents of any upcoming event in which their children may be participating. Any student participating in such activities must obtain a permit, to be signed by a parent, showing consent.

### **OPEN HOUSE**

In the fall, Open House is held for parents of students in grades 9-12. The purpose of Open House is to give parents an opportunity to meet their child’s teachers and obtain information about the courses in which they are enrolled. The PTSO sponsors a bake sale to raise funds for scholarships.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences are held prior to Thanksgiving to give parents an opportunity to discuss student progress, attitude, etc. Parents will be notified of conference dates and procedure.

### **PROM (JUNIOR-SENIOR)**

The Prom is a formal spring dance to which juniors, seniors, and their guests are invited (all attendees must be under the age of 21. Students from other districts enrolled in Excel TECC programs may attend only if escorted by a Mayfield Student and approved by the principal or his designee. Tickets to Junior-Senior Prom are sold as pair or individually. It has become a tradition for the junior class to give the Prom for the seniors. The juniors do all the preparations. The junior class sets the cost. The junior and senior classes choose a king and queen who are crowned the night of the Prom. The senior class will choose a king and queen who are crowned the night of the Prom.

### **PROM QUEEN AND KING**

Each year the senior class has the privilege of choosing one girl and one boy from the senior class whom they wish to honor the most. This boy and girl will reign as Prom King and Prom Queen at the prom. Self-nomination forms can be found in the main office. These forms must be completed and returned to the junior class advisor. Those nominated will then be placed on a ballot. Voting for prom king and prom queen will take place in homeroom on one day. The Prom Court consists of the top five boys and the top five girls. The two seniors receiving the most votes will be announced as King and Queen the night of the Prom.

The two seniors receiving the most votes will be announced as King and Queen the night of the Prom. At that time, they are crowned by the president of the junior class and reign for the remainder of the evening. If either person chosen is absent from the Prom, the senior with the next highest number of votes reigns.

## **PUBLICATIONS**

See "VOICES MAGAZINE"

See "YEARBOOK – The Mayfielder"

## **SCHOOL RESOURCE OFFICER**

Mayfield Village and the Mayfield Village Police Department in conjunction with the Mayfield Board of Education are pleased to provide a full time School Resource Officer for the high school. This fully uniformed policeman will have an office located near the library media center and will be under the direct supervision of both the high school principal and the chief of the Mayfield Village police department. The School Resource Officer will have a variety of job responsibilities including but not limited to:

- Providing expertise in the areas of safety and protection for students and staff
- Lecturing in classrooms on a variety of topics
- Advising proper procedures in Crisis Intervention situations
- Being a positive role model to students and serving as a liaison to other law enforcement agencies, educational institutions and criminal justice departments;
- Coordinating communications with other school districts and safety departments

The School Resource Officer is at Mayfield High School each day school is in session and will be available to meet with all students and staff.

## **TELEPHONES**

Students will not be called to answer the telephone except in urgent cases. Messages will be taken and delivered to students only in emergencies. Office phones are not to be used for personal calls. Students must limit the length of phone calls to a few minutes in consideration of others who may need to use the phone. Students may not make cell phone calls during the school day without permission from a staff member.

## **TEXTBOOKS**

Mayfield High School provides textbooks in each class for all students. A student must pay for any book lost, destroyed, or showing more than normal use. The amount of the fines to be paid will be determined by a scale established in keeping with the value of the book. Students wishing a second book will make a request to the classroom teacher. The names of the student and the teacher should be written in ink in each subject book.

## VISITORS

The general policy of the school does not permit visitors to the school during the school day. The only exception to this is guest speakers and students on official visits from other schools whose principal has arranged in advance with the Mayfield principal. All visitors must sign in at the main office or technical education offices.

## VOICES MAGAZINE

*Voices* is the name of the literary magazine, published in the spring, that reveals the talents of freshmen, sophomores, juniors, and seniors in the field of writing. The staff of *Voices* reviews materials submitted by individuals as well as by the English teachers. All are urged to submit work to be published and to buy a copy.

## VOTER REGISTRATION

Students who will be eighteen (18) years of age before the next election may register to vote in the Main Office.

## WORK PERMITS AND JOB PLACEMENT

All minors between the ages of fourteen (14) and eighteen (18) must have a work permit, whether enrolled in school or not, married or single. It is no longer required that sixteen- and seventeen-year-olds working during summer vacation have an Age and Schooling Certificate (a.k.a. work permit). A work permit must be obtained for each place of employment. The forms are available through the Job Placement Office or Library Media Center. Each set of forms must be completed and returned to the Job Placement Office before the Age and Schooling Certificate can be issued.

The Mayfield Job Placement Director is located in the Library Media Center. Students desiring a work permit or information on jobs available in the area should contact this office. We desire to bridge the gap between the classroom and the business world. This placement service is available, at no cost to business and industry, to students and graduating seniors who may be looking for full-time positions. Call 995-6929 for more information.

## YEARBOOK – The Mayfielder

The *Mayfielder* is the yearbook of Mayfield High School. It has been published since 1949. The yearbook is created within the context of the yearbook class under the supervision of the teacher.

# CLUBS

## ELIGIBILITY for Extra-curricular Activities and Clubs

Eligibility requirements apply to students participating in extracurricular activities and clubs, in addition to interscholastic athletics and cheerleading. Eligibility is determined by grades received the preceding grading period. Semester and yearly grades have no effect on eligibility.

**Grades 9-12:** Eligibility requirements established by the Ohio High School Athletic Association state that: To be eligible, a student-athlete must be currently enrolled in a member school and have received passing grades in a minimum of five (5) one-credit courses, or the equivalent, in the immediately preceding grading period.

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

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

- Achieve the minimum grade point average (1.50) in the nine week period preceding participation

Receive no failing grades in the nine-week period preceding the period of his/her participation

### **Conditional Eligibility**

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

“Conditional Eligibility Status” requires that a student-athlete attend two (2) study table sessions a week for a minimum of 30 minutes each. On Friday, or the last day of the week, the study hall monitor will file a report of attendance with the Athletic Director. The Athletic Director will notify the appropriate coach of any student declared ineligible for the next week. Student-athletes allowed to participate under the terms of “conditional eligibility status” will remain so throughout the duration of that particular sport season.

## **CLUBS AND ORGANIZATIONS**

All clubs and organizations must follow the written procedure for approval by student government. Clubs and organizations must then be approved by the high school principal. Any veto by the high school principal is subject to review by the student appeals procedures. All clubs and organizations are subject to review annually by the student government and staff to determine if they are continuing to meet their stated purpose and objectives and to further the educative process.

### **NON-SPONSORED CLUBS**

All clubs within the school must have a charter granted by the Student Council. Therefore, no student may belong to any club not sponsored or approved by the school. Failure to abide by this regulation may result in suspension from school.

### **NATIONAL ORGANIZATIONS**

Mayfield students have the opportunity to belong to several national organizations that offer membership through the school. These clubs do not require a charter from Student Council but still are subject to review by the students and staff.

### **ART CLUB**

The Art Club is open to students in grades 9-12. The club consists of a group of students who perform community service through art projects around the high school. Students have the opportunity to make a permanent mark on the school through wall paintings and other permanent displays. Art experience is required, preferably a minimum of one year of art or concurrent enrollment in Art 1.

### **CAREER TECHNICAL EDUCATION CLUBS**

The purpose of these clubs is to develop students to their fullest potential in the areas of leadership, character, citizenship, cooperation, and social competence. This is accomplished by group participation in various educational, civic, professional, and social activities. Members are eligible to compete in state and national contests in their particular field of work. The following clubs are available to students enrolled in Career Technical Education classes.

- **DECA (Distributive Education Clubs of America):** This club is for Marketing Education program students.
- **FCCLA (Early Childhood Education, Culinary Arts, and Hospitality & Food Service):** This club is for students enrolled in the Career Technical programs.
- **FFA:** This club is for Environmental Education students.
- **Interactive Media Club** - a club designed to handle the operations of the Interactive Media class, when the class works on community projects or jobs for clients. The IM club exists for the purpose of managing funds related to transactions, and other administrative tasks that require documentation or fall outside of the ordinary curricular routine.
- **National Technical Honor Society:** This club is a nationally affiliated organization established to honor Excellence in Career and Technical Education.
- **Skills USA:** This club is for trade, Industrial, and several Career Technical Education program students.

### **CAT'S CABINET**

Cat's Cabinet is a service and social club open to all 9<sup>th</sup> -12<sup>th</sup> grade girls. It helps them to become socially active and to develop skills in dealing with and contributing to others in society. Throughout the year, Cat's Cabinet sponsors a number of activities, which include mum sales for Homecoming. Officers' duties are to organize and supervise all club events and meetings. Meetings are held the first Thursday of each month.

### **CATETTES AND FLAGS**

"Catettes and Flags" performs with the high school marching band for football games, parades and band shows. "Catettes and Flags" is open to students in grades 9 - 12. The club meets after school for practice on Monday, Tuesday, and Thursday from 3:00 PM - 5:00 PM. Wednesday night practices are from 7:30 PM - 9:00 PM (during the football season). Some typical activities include performing at football games on Friday nights, at band shows, at community parades, and enjoying potluck dinners.

### **CHESS CLUB**

Mayfield High School sponsors both a competitive chess team, as well as a non-competitive chess club for students in grades eight through twelve. During the winter months of November through February, Mayfield fields two teams that compete against other northeastern Ohio high schools. Participation in the tournament-style action is optional. For the last several years, Mayfield has distinguished itself as a top high school within the northeastern Ohio chess league. The club meets weekly from October through May.

### **FILM CLUB**

The purpose of the Film Club is to view, discuss and appreciate critically acclaimed films. The primary goal of the Film Club is to create opportunities to expose Mayfield High School students to culturally and historically significant films by conducting film screenings during the school year.

### **KEY CLUB**

Key Club International is a service organization open to all students in grades 9-12 and is sponsored by a local Kiwanis group. This club is dedicated to the service of both school and community and has 128,000 members in 3,800 clubs worldwide. The motto of Key Club International states: "Caring...Our Way of Life."

The Mayfield Key Club's service projects include such activities as cooking dinner at a local hospice and collecting food for a local hunger center. Many other fun and rewarding service activities take place throughout the course of the year, and every spring select members of the club are sent to the Ohio District Key Club Convention to represent the Mayfield Key Club. Anyone wishing to participate in this club may attend the weekly meetings.

### **MOCK TRIAL**

Mock Trial consists of two teams who participate in a competition during February against other area schools. Professional attorneys guide each team through a casebook. Students learn the legal system by assuming the role of a trial attorney or witness. Teams practice weekly in the evenings at the high school.

### **NATIONAL HONOR SOCIETY**

The Mayfield chapter of the National Honor Society is a nationally affiliated organization sponsored by the National Association of Secondary School Principals. Eligibility for election to membership is defined as candidates who are juniors or seniors and have a cumulative grade point average of 3.75 G.P.A. (3.80 G.P.A. beginning with the Class of 2018.) Students who complete an application for membership must document participation in extracurricular activities and community service activities as well as leadership in one or more of their activities. *Membership is based on a four-point program of "Scholarship, Character, Leadership and Service."*

In the fall of the student's junior or senior year, students who have attained the scholastic qualifications will be notified by letter that they are *eligible* to complete an application for membership. Students will be asked to chart their extracurricular activities, the offices they hold, and the community service projects they have completed. Candidates must have their club advisors/service coordinators sign their applications as proof of participation for consideration of membership. Students must write a short essay to expand on qualifications that may not be apparent from the objective list of activities. This information must be returned to the chapter advisor by the deadline date

listed on the application (available on the web site.) A Faculty Council of five staff members will review the applications for membership and determine the final selection of members. The NHS advisor is a *non-voting member* of the faculty Council.

Once inducted, members have the responsibility to continue to demonstrate the qualities of *Scholarship, Leadership, Service and Character*. Since its inception in 1921, the National Honor Society has been regarded as a concrete way to promote high academic standards, a means of ensuring the continuation of democracy and an instrument for the betterment of the school and the individual. Members must maintain and extend the qualities that won their selection. Membership is, thus, an honor and an obligation. All members will be required to sign a Code of Conduct (available on line) that explains academic and behavioral standards for NHS. Members will be given a copy of the Mayfield chapter By-Laws (available on line) that explain the application process, the induction ceremony, the election process of officers and the dismissal process. Members who fall below the academic and/or behavioral standards that were the basis for selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency. Dismissal proceedings may be initiated if the deficiency is not corrected. In the case of flagrant offenses of school rules or civil laws, a member does not necessarily have to be warned. In all case of impending dismissal, a member shall have the right to a hearing before the Faculty Council. There will be a *zero tolerance policy for alcohol for all NHS members*. Students can review the updated By-Laws on the school web-site.

### **NATIONAL TECHNICAL HONOR SOCIETY**

The Excel TECC. Chapter of the National Technical Honor Society is a nationally affiliated organization established to honor excellence in Career and Technical Education. National Technical Honor Society is the acknowledged leader in the recognition of outstanding student achievement in career and technical education. Member schools agree that National Technical Honor Society encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace.

The purposes of the organization are:

- To recognize and honor excellence in career and technical education
- To encourage students to reach for higher levels of achievement, develop self-esteem and pride
- To champion a stronger, more positive image for career and technical education in America
- To promote critical work place values – skill development, honesty, responsibility, service, scholarship, citizenship, and leadership
- To help member schools and colleges build and maintain effective partnerships with local business and industry
- To provide greater career opportunities for the National Technical Honor Society membership and
- To promote educational excellence in America

Our colors are silver, white and purple. Our motto is “Success favors the prepared mind.”

To be eligible for consideration for membership, students must be enrolled in a career technical program. Student candidates must meet national and local membership standards and should be persons who have demonstrated scholastic achievement, skill development, leadership, honesty, responsibility, and good character. Membership in a career technical student organization is important to leadership development and career preparation and therefore, strongly encouraged. Program instructors nominate students, as juniors or seniors if they meet the academic requirements of a 3.5 cumulative grade point average based on a 4.0 scale and an “A” average in their Career Technical Program. Junior nominees are considered based on freshman and sophomore grades and junior year Semester 1 grades. Senior nominees are considered based on freshman, sophomore, junior and senior Semester 1 grades.

Based upon the above academic requirements, students are then invited to complete the application process. This process includes proof that the students have distinguished themselves in the areas of academic excellence, extra-curricular activities, employability, service to school and community, leadership and character. They must provide recommendations from their program instructor, an academic teacher and one other adult. Students are also asked to submit an essay. The information must be submitted to the chapter advisor by a specified date. A faculty committee considers each of the applications and makes the final selection of inductees. A ceremonial induction takes place in early spring each year. Opportunities for service to school and community are presented throughout the year.

This service organization is open to all students in grades 9-12. The focus is to serve the new students coming into our school. The club offers a first day walk around service as well as new student luncheons about four times a year. The group teams up with American Red Cross to hold two blood drives at the school. The club is also focused on service to those in need, some from within the school to those in the greater Cleveland area. If you have a heart to serve, this is the organization for you! The club meets on Tuesdays after school in room 221 for about an hour.

### **P.R.I.D.E.**

(People Recognizing Individual Differences Enthusiastically)

P.R.I.D.E. is a student centered human relations group created to identify and address inter-group issues within the Mayfield High School community. This group is closely identified with "It's Your Move," the youth program of the National Conference and Project Love. P.R.I.D.E. is open to students in grades 9-12.

### **SCIENCE OLYMPIAD**

Science Olympiad is a competition that involves 9-12 graders (Division C). Multiple disciplines from physics to the earth sciences are studied and practiced for a major competition with several other school districts throughout the region. A local and a state competition determine superiority in science education and practical applications are determined. This is open to all students with a unique interest in science.

### **SKI CLUB**

Ski Club is open to students in grades 9-12. Ski club meets once per week during the winter months. Members are transported to local ski areas immediately after school and returned to the school in the evening. Skiers may bring their own equipment or rent equipment at the ski resort.

### **STUDENT COUNCIL**

Student Council is the student governmental organization formed to facilitate communication between the students and the administration, faculty and staff and to promote school spirit. It also helps its members develop skills in leadership and social awareness. Membership in student council includes the four student council officers, the six class officers for grades 9 through 12 and their respective delegates. Meetings are held once a month except during the months of September and October when meetings are scheduled as needed in order to prepare for homecoming. Activities include the homecoming parade, bonfire, assembly and dance, after-game and special ed mixers and various philanthropic endeavors, such as Harvest for Hunger and Coats for Kids.

### **WILDCAT FOCUS MENTORS**

Wildcat Focus Mentors are juniors or seniors who serve in an advisory role working with freshman during their Wildcat Focus period opposite lunch. Students interested in serving as Wildcat Focus Mentors need to apply during the second semester of their sophomore or junior years. Students must be in good academic standing and be good role models. Students must interview with a panel of staff and administrators to be accepted into the program.

### **WORLD AFFAIRS CLUB**

Members of this active club engage in a wide variety of activities including participation in model United Nations, workshops, simulation, special dinners, and travel to outstanding college campuses and national landmarks.

# SPORTS

## VARSITY ATHLETIC PROGRAMS

### BOYS

Baseball  
Basketball  
Bowling  
Cross Country  
Football  
Golf  
Ice Hockey  
Indoor Track  
Soccer  
Swimming and Diving  
Tennis  
Track  
Wrestling

### GIRLS

Basketball  
Cross Country  
Bowling  
Gymnastics  
Golf  
Indoor Track  
Soccer  
Fast Pitch  
Swimming and Diving  
Tennis  
Track  
Volleyball

## SPORTS CONDUCT

Mayfield students are expected to conduct themselves in a proper manner at all times, so as not to discredit the school or community.

Undesirable or un-sportsmanlike conduct at athletic contests will result in eviction from the contest and may eliminate attendance at subsequent events.

## CODE OF CONDUCT FOR ATHLETES

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

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

Each athlete has access to the Code of Conduct for Athletes on the Mayfield Athletic webpage and the Final Forms system. All athletes are expected to adhere to this code. Any offense of this Code of Conduct or the Student Code of Conduct could result in a student being denied the privilege of participating in athletic events and/or removal from the athletic team. Athletes and their parents/guardians will be required to read and sign stating that they have read the Athletic Code of Conduct.

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

## ATHLETIC AND EXTRA-CURRICULAR ELIGIBILITY

Are you enrolled in enough courses? While most students are ineligible because they have poor grades or have failed more than one course ...some students with excellent, or acceptable grades are ineligible because they are "under scheduled" and are not enrolled in enough courses. If you are in grades 9-12, please check your schedule to make sure you are in "at least" 1.25 credits each nine weeks. Failure to be enrolled in 1.25 credits during any grading period will result in a student being ineligible for the next grading period (i.e. winter or spring sports).



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

Summer school and/or night school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period. Upon entering the ninth grade, students have only eight consecutive semesters of eligibility.

**GRADES 9-12:** Eligibility requirements established by the Ohio High School Athletic Association state that to be eligible, a student-athlete must be currently enrolled in a member school and have received passing grades in a minimum of five (5) one-credit courses, or the equivalent, in the immediately preceding grading period.

### **Mayfield Board of Education Eligibility Requirements**

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

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

### **Conditional Eligibility**

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

“Conditional Eligibility Status” requires that a student-athlete attend two (2) study table sessions a week for a minimum of 30 minutes each. On Friday, or the last day of the week, the study hall monitor will file a report of attendance with the Athletic Director. The Athletic Director will notify the appropriate coach of any student declared ineligible for the next week. Student-athletes allowed to participate under the terms of “conditional eligibility status” will remain so throughout the duration of that particular sport season.

### **NCAA ELIGIBILITY FOR COLLEGE BOUND ATHLETES**

Students who are interested in college athletics must be aware of the regulations of the NCAA in regards to freshman eligibility for college athletes. Information can be found at the NCAA website (NCAA.org). A copy of the NCAA publication *Guide for the College Bound Athlete* is available in the Counseling Office or the Athletic Office. It is the responsibility of the student to ensure they meet the requirements of the NCAA. When making any adjustments to class schedules it is the student’s responsibility to be aware of how changes would affect his/her eligibility for college athletics.

### **WESTERN RESERVE CONFERENCE**

Mayfield High School competes in interscholastic sports as a member of the **Western Reserve Conference**. The **W.R.C.** is one of the premier conferences in the Cleveland area and provides excellent competition for all member schools.

The Western Reserve Conference members include Mayfield, Brush, Chardon, Eastlake North, Kenston, Madison, Riverside, and Willoughby South

The W.R.C. offers championship competition in many sports. Mayfield enters teams in football, girls' and boys' cross country, girls' and boys' golf, girls' and boys' soccer, volleyball, and girls' tennis in the fall. Girls' and boys' basketball, wrestling, gymnastics, ice hockey and girls' and boys' swimming make up the winter activities. In the spring, Mayfield offers baseball, fast-pitch, boys' and girls' track, and boys' tennis.

### **CHEERLEADING**

There are three squads of cheerleaders— freshman, junior varsity, and varsity—chosen each spring to represent our athletic teams. Any girl who has met the eligibility requirements can try out.

Each squad is divided into two groups cheering for football and basketball. A cheerleader can be a member of the basketball and football squad or a member of only one squad.

### **AWARDS**

**Ninth Grade Teams** - The ninth grade award is a numeral. Team members must meet certain criteria prescribed by the coach of that sport. All team members who finish the season will receive a certificate of participation.

**JV Teams** - The JV award is a chenille wildcat. Players must earn this award by participating in a certain amount of prescribed points, quarters, games or contests. The coach will outline this at the beginning of the season. Any athlete finishing the season will receive a certificate of participation.

**Varsity Teams** - The award for a varsity team is a chenille letter. This is a coveted award, and there are different criteria for each sport. Each head coach will review the criteria before the season. Anyone finishing the season will receive a certificate of participation.

### **CODE OF CONDUCT FOR ATHLETES**

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

To be an athlete at Mayfield High School is considered a privilege. Participants must be willing to sacrifice at all times and dedicate themselves to all the policies which make up the Code of Conduct for all athletes at Mayfield High School. Athletes are required to follow all of the established guidelines/policies of our Code of Conduct at all times, 12 months of the year until they conclude their athletic participation in athletics.

Each athlete will receive a copy of the Code of Conduct for Athletes as it is included in the student handbook. Any offense of the Code of Conduct for students could result in a student being denied the privilege of participating in athletic events and/or removal from the athletic team.

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

### **ATTENDANCE REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES AND ATHLETICS**

In order to participate in an extracurricular activity the day of the event and student athlete must adhere to the following:

1. Attend School a minimum of FOUR academic class periods (lunch and study hall excluded)
2. Arrive to school no later than 9:30AM the day of the event

### **PROVISION 1**

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

## **PROVISION 2**

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

## **PROVISION 3**

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

## **PROVISION 4**

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

## **PROVISION 5**

**VARSITY LETTER AWARDS** – Each varsity sport will develop their own awards criteria. However, all athletes will conduct themselves in a proper manner when wearing the Varsity M. They will not involve themselves with conduct which slanders or defames their athletic award.

## **PENALTIES FOR VIOLATIONS**

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

## **FIRST OFFENSE**

Provision #3 (Training Rules) after confirmation of a violation of this provision, the athlete will immediately be dismissed from the team for the remainder of the season. If the athlete chooses, he/she may apply for Mayfield Insight Program (drugs/alcohol) or the non-smoking clinic (tobacco). These groups are designed so students can find solutions to programs they may have with drugs, alcohol, or tobacco. Participants will be required to attend and share ideas and feelings with qualified counselors. When they have completed the program (4-8 support sessions) and after suspension from athletics, (no less than 10% of the season. i.e.; Football = 1 game – Basketball = 2 games), the athlete may resume full participation. During the suspension, he/she may (at the discretion of the coach) practice with the team but may not dress or participate in any contest.

## **SECOND OFFENSE**

If a second confirmed offense occurs within the same school year, the athlete will be denied participation for one calendar year.

## **SELF OR PARENT REFERRAL**

An athlete (not under suspension or expulsion) who comes forward and admits that he/she has a problem with alcohol, drugs, or tobacco will be considered a self-referral. These situations will be worked on an individual basis. The athlete will not be expelled for the team provided he/she seeks professional help and abides by the Code of Conduct.

In order to participate in an extracurricular activity, the day of the event and student athlete must adhere to the following:

1. Attend School a minimum of FOUR class periods.
2. Arrive to school no later than 9:30AM the day of the event

**Section 504 Manual for Identifying and Serving Eligible Students:  
Policies and Guidelines**

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**INTRODUCTION**

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

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

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

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