

Alphabetical Listing of Expectations

Appointments: Parents are encouraged to plan appointments for students after 2:30 pm because instructional time is difficult to replicate. If an emergency appointment has to be scheduled during the school day, we ask that a note be sent or a call made to the office so the teachers will be aware of the situation. The student is responsible for all work that is missed. Parents are to report to the office where the secretary or principal will bring the student from the classroom.

Arrival at School: Parents who choose to drive their child(ren) to school may drive into the driveway, drop their child(ren) off **by the west entrance door**, and continue around the parking lot and back out of the driveway. **If you need to go into the building, please park in the upper or lower parking lot.** The buses will unload the children by the door near the playground area and students are expected to enter the building by that door. Children should not arrive at school before 7:30 am as there is no adult supervision available before that time. Students are to report to the gym between 7:30-7:50 am. At approximately 7:50 am, students will be dismissed to their classrooms by the teacher on duty. We ask that parents bringing their children to school not arrive before 7:45 am.

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

Students are expected to be in regular attendance and daily attendance records are kept. Whenever possible, appointments should be scheduled after the school day. If your child is absent, the school must be notified by calling 995-7503 as early as possible on the day of the absence. School work should be requested at this time as this gives teachers time to prepare the assignments. It is the child's responsibility to make sure all missed work is completed in the time frame set by the teacher.

An excused absence allows the student to make up all possible work. It is the responsibility of the student (and parents of children in grades K-2) to obtain missed assignments. Any student, who is absent for all or part of the day without a legitimate excuse, shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

Students who are not in their assigned location by 8:00 am shall be considered tardy. Tardiness establishes a negative habit and disrupts the classroom; those students start their day behind the other students. Any student arriving late to school **is required** to report with their parent(s) to sign in at the school office before going to class. Student attendance rules are:

- Tardy – if arrival is after 8:00 am but before 9:30 am
- ½ Day – if arrival is after 9:30 am
- All Day – if arrival is after 1:30 pm
- All Day – if signed out before 9:30 am
- ½ Day – if signed out between 9:30 am – 1:00 pm
- No Penalty – if signed out after 1:00 pm or out for 2 hours or less

Excessive Absences: If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance. The number of absences and tardies appear on report cards. In accordance with O.R.C.3321.19, the administration will develop intervention strategies for those students with excessive absences/tardies. These strategies may include:

- At 5 consecutive absences, authorized medical documentation will be requested for absence verification
- At 10 absences, the parent(s) will receive a notification letter
- At 12 absences, the parent(s) will have a conference with the principal
- At 15 absences, authorized medical documentation will be requested for absence verification
- At 20 absences, Children's Services may be notified
- At 30 absences, the student will be in jeopardy of being retained

Birthday Parties: Many students like to share treats on their birthdays. Because instructional time is important, treats should be easy to pass out and not require a lot of school time (e.g., cupcakes and cookies are better than cakes requiring napkins, plates, forks, etc.). Treats may be delivered to the classroom before school starts (or brought to the office after 7:55 am) and the teacher will distribute the treats at lunch or at the end of the day. Because an increasing number of children are allergic to nuts, it is requested that products containing nuts **not** be sent in as a treat.

Invitations to parties are not to be given out at school unless the entire class (all the boys or all the girls) is being invited. Feelings are easily hurt. Children may ride the school bus to a party if the office is notified the day before and if the bus has room to handle the increased numbers.

Cell Phones: For security purposes, students are permitted to bring cell phones to school. However, they are to be turned off and left in their lockers and are not to be used at school at any time. Should a student need to call home, they are to do so from the school office. Students who use their cell phone during the day will lose their cell phone privilege.

Child Custody: Parents have an obligation to inform the school anytime the custody of a child changes. The school will need to see the **complete** court order pertaining to the child's custody, at which time a copy will be made, with the original being returned immediately to you. A child cannot be released to anyone except the residential parent or guardian, or to an adult designated by the custodial parent or guardian. The office staff must make positive identification of the adult checking out the child. The adult must sign for the child's release.

Classroom Parties: The PTO sponsors three parties each year. We discourage additional parties as they would interfere with the instructional program. If a special situation develops, parents should discuss this with the classroom teacher.

Classroom Concerns: Our goal is to build open lines of communication between the home and school. Teachers are encouraged to contact parents as soon as they are aware of a concern. Parents are encouraged to contact the teacher if they have a question or if there is information that might help guide the teacher in working with their child. If a concern is unable to be worked out between the teacher and parent, the Principal should be contacted to help resolve the conflict.

Damage to Property: Students who damage or destroy property, lose books, or are in any way destructive, will be held responsible for replacing or repairing the damage. Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal or another member of the staff to use any other school equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use. If a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or repair costs. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Conduct Code.

Dismissal Procedures

1. All students are expected to follow their regular classroom dismissal procedures.
2. Written notification **MUST** be sent to your child's teacher in the morning if there is a change in destination after school. Phone calls are discouraged due to the time required to ensure the necessary arrangements are made. Examples of changes that require written notification include:
 - a. Same bus, but to a different home
 - b. Different bus
 - c. Parental pick-up
 - d. No parental pick-up
 - e. Going home with another adult
3. If no notification has been received by dismissal, your child will follow his/her normal dismissal procedure.

The driveway to the school will be closed to cars at 2:00 pm and the buses will be parked around the entrance drive starting at the stop sign. This is necessary in order to continue safe bus boarding procedures. **All parents coming to pick up their child(ren) are asked to park in the lower parking lot.** One teacher will be on duty to walk with the children to the lower lot and oversee the dismissal to parents.

We would like to encourage parents to allow their children to ride the bus, especially at the beginning of the school year when bus rules and procedures are discussed and practiced. It is also during this time that drivers become acquainted with the students, associate their faces with the many bus stops, and establish seating arrangements. Since all students ride the bus for field trips, knowing bus rules and procedures makes the experience a safer and happier one for all students. Kindergarten students **MUST** be met at the bus stop by an authorized adult.

Dress and Grooming: The appearance of all students coming to school shall be suitable for an educational setting and should lend itself to the educational purposes of the activities. Parents shall determine the manner of dress for their children with consideration to safety, health, cleanliness, morality, and weather conditions. Good grooming is important not only because of the impression made upon others, but also because of the effect dress has upon each student's attitude.

In addition to this Mayfield policy, at Gates Mills we also recommend:

- a. An extra pair of gym shoes to be left at school
- b. An extra pair of pants or the use of snow pants during the winter months
- c. Boots, gloves and head covering during the winter
- d. No bare midriffs, muscle shirts, thongs, or clogs
- e. No T-shirts or sweatshirts with inappropriate pictures and/or slogans
- f. Skirts and shorts of appropriate length and fit

Parents will be called to bring suitable clothing for their child if he/she is dressed inappropriately. Parents will also be called if students are repeatedly unprepared for inclement weather.

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

Emergency Cards: Each student must have TWO signed and up-to-date emergency cards on file in the office. The purpose of these cards is to provide legal release for the medical treatment of students who become ill or injured while under school authority. A child who becomes ill will be sent to the office and the parent or designee will be contacted following instructions on the card. It is important these cards be completed accurately and returned to school as soon as possible. If necessary, the child will be taken to the hospital. When a child is sick or injured and required medical services, every effort will be made to contact the parent so that (s)he can make any emergency decisions.

If your area code, phone number, address, name, place of employment, etc. changes during the school year, please notify the school office immediately. Current information must be kept on file so that parents can be reached quickly if the need arises.

Enrolling in School: Students are expected to enroll in the attending district in which they live. If open enrollment is an option or other arrangements need to be made to attend a school outside of the student's home district, it should be done through the home school. Contact the Director of Special Pupil Services, for application.

Students who are new to Gates Mills Elementary are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

1. An original birth certificate (it will be copied and returned to you immediately)
2. A complete copy of court papers allocating parental rights and responsibilities, or custody (if appropriate)
3. Proof of residency (gas/electric bills, lease/purchase agreement). We will NOT accept a phone bill, driver's license or lease/purchase application.
4. School records which specify any special services
5. Proof of immunizations
6. Student's social security number (optional)
7. Passport if applicable
8. School records which specify any special services (IEP, 504, Speech)

In some cases, a temporary enrollment may be permitted. If that is done, parents will be told what records are needed to make the enrollment complete. Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. Gates Mills School will assist in obtaining the transcript if not presented at the time of enrollment. School fees must be paid at the time of enrollment

Fees: School fees are used to supplement the costs of materials and supplies for your child. The fees are approved by the Board of Education for all Mayfield students. One check, money order or cash for each child should be sent and made payable to the **Mayfield City Schools**. Please place payment in an envelope marked with the child's name, classroom teacher, and the words "Supply Fee". This envelope can be sent to the office with your child. If the fee will cause financial hardship, call the school office to discuss a payment plan where you can make monthly or periodic payments. According to district policy, report cards will be withheld until payment (or partial payment) is received.

Field Trips: Field trips are conducted throughout the school year and correlate with the courses of study at each grade level. Field trips are an important and valuable part of a child's educational program. Parents are asked to sign a general permission slip at the start of the school year for field trips. It is the responsibility of the parents to notify the teacher in writing if they do not want their child to participate in a given field trip. When such a situation occurs, the child will be expected to attend school and complete an assignment related to the field experience under teacher supervision. No student may participate in any school-sponsored trip without parental consent. Field trip fees must be paid by check or money order and made payable to **Mayfield City Schools**. Permission slips for any off-campus field trips will be sent home as needed.

Fire/Evacuation/Tornado Drills/Crisis: The school complies with all fire safety laws and will conduct emergency fire drills and tornado drills in accordance with state law. Lockdown and rapid dismissal drills shall also be conducted. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation or lockdown of the building.

Grading Periods: Students shall receive a report card at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, notification will be provided to the parents. This will allow parents and teacher to discuss necessary actions needed to improve performance.

Health Services

Clinic: A Healthcare Paraprofessional is available to assist the students. Any sick or injured child should report to the school office. When a child has been injured or is too ill to remain in school, school personnel will contact the parent. If we are unable to reach a parent at home or work, the numbers listed on the emergency card will be called. Parents should be certain the numbers listed are correct and the contact people listed are aware they may be called. If possible, list only local contacts and telephone numbers.

If your child is ill in the morning, please do not send him/her to school. A child who is ill will not be able to learn as much as possible and will probably have to be sent home later. Your sick child will be released only to the custodial parent or to the person designated by the custodial parent on the emergency release card.

Communicable Diseases: Parents are requested to report to the school if their children have any communicable disease and keep them home until they are non-contagious. Because the school has a high concentration of people, it may be necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Any removal will be only for the contagious period as specified in the school's administrative guidelines.

Hearing Tests: Hearing tests are done for students in grades K, 1, 3, and 5; new students; and referrals from the teachers. All students in grades K, 1, 3, and 5; new students; and teacher referrals have their vision tested during the school year. If a suspected hearing or vision problem arises throughout the year, the school nurse will test individually. If a problem is found, a notice is sent to the parent or guardian.

Pediculosis: Pediculosis checks are conducted after each vacation and throughout the year. If a student is found to have head lice, the parent will be called and the student will be excused from school. Parents are expected to keep their child home until they are nit free. To be reinstated, the student must be checked and cleared by school personnel.

Medical Requirements for School Entrance: Students entering school at any grade level are requested to provide a physical examination report. In compliance with the Ohio Revised Code, students will not be permitted to attend school unless all immunization requirements are met. The following immunizations must be given:

DTaP/DTP/DT /Td (Diphtheria, Tetanus, Pertussis)	Kindergarten	5 doses of DTaP, DTP, DT, or any combination, if the fourth dose was administered prior to the fourth birthday.
	Grades 1-12	3-4 doses of DTaP, DTP , DT or Td or any combination.
POLIO	Kindergarten	4 doses if a combination of IPV or OPV was administered. 4 doses of all IPV or OPV is required if the third dose of either vaccine was administered prior to the fourth birthday.
	Grades 1-12	3 doses of IPV or OPV or any combination of IPV or OPV.
MMR (Measles, Mumps, Rubella)	K-12	2 doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after the first dose.
HEP B (Hepatitis B)	K-7	3 doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose should be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose) should not be administered before age 24 weeks.
	Grades 8-12	None (Requirements should be met in grades K-7)
Varicella	Kindergarten ONLY for 2006/07 (2007/08 will be K-1). 1 dose of varicella vaccine must be administered on or after the first birthday.	
Hib (Haemophilus Influenzae Type B)	Requirements must be met for daycare, Head Start or pre-school.	
Tuberculin Test	Test is requested for students born outside the USA. A PPD test is preferred and having had a BCG does not preclude having a PPD.	

The Principal is required to suspend a student with incomplete records. There is usually a two-week grace period before such action must be taken.

Oral Medication: It is the policy of the Board to discourage the administering of oral medication to students. In those circumstances where a student must take prescribed or over-the-counter medication during the school day, the following guidelines are to be observed:

- a. Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- b. **The 'Authorization for Medication to be taken during school hours' Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. Forms are available in the clinic.**
- c. **All medications must be registered with the clinic.**
- d. **Medication that is brought to the clinic will be properly secured. Medication must be conveyed to school directly by the parent.** A two to four (2-4) week supply of medication is recommended. **Medications CANNOT be sent to school in a student's lunch box, pocket, book bag or other means on or about his/her person.**
- e. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- f. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- g. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.
- h. **No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student.**
- i. **Staff members are not permitted to give any medication (prescription or over-the-counter) unless a doctor's order and parent permission form is on file. There is NO exception to this rule.**

Homework: We expect all of our students will achieve to their fullest potential. To accomplish this, students must have the additional practice and reinforcement which homework provides. Student grades will reflect the completion of all work including outside assignments. Homework is also part of the student's preparation for the proficiency tests.

Board policy requires a graduated plan for home assignments in the elementary school. The Principal is responsible for verifying that procedures on homework, grading, and examinations are followed. Homework should be an extension of the classroom and be understood by all pupils. Generally, homework is to be completed by students – not parents. There may be times when parents need to offer assistance but any problems should be brought to the attention of the teacher.

We believe that all students beginning with kindergarten can benefit from homework activities. Obviously, the type and length of homework will be different for a first grader than for a fifth grader. The suggested time for assignments (exclusive of home reading) should not exceed: 1st grade – 10 minutes; 2nd grade – 20 minutes; and 3rd grade – 30 minutes. These times are not necessarily on a daily basis. In the upper grades, the suggested homework times are as follows: 4th and 5th grade – 40 to 60 minutes. Homework for the upper grades should be on a more regular basis. These are maximum times and, due to the individuality of students, most should spend less time if they practice good study habits.

Homework is generally not assigned over a weekend unless it is a long-term project or the child has work to make up. All students will benefit from reading or being read to at home. Even fifteen minutes per night can make a big difference in the child's attitude and skills in reading. Children develop good study habits when their parents emphasize them. You can help to accomplish this by working with your child to establish a routine for each night. Set aside a specific time and place for homework, making sure that it is well lit and free of distractions such as the radio or television.

Lunchroom: The lunch period is 60 minutes and includes lunch and recess. Students may purchase an individual lunch or bring a sack lunch. For your convenience, parents can pre-pay for lunches by submitting a check in the green envelopes provided by the office. Checks should be made payable to “Mayfield Food Service”. You can also pay on-line at www.myschoolaccount.com. Please do not send in cash for pre-paid lunches

We expect each child to eat a nutritious meal in a relaxed yet structured environment. The responsibility for what students eat rests with the parents. However, if we observe food being wasted or an unbalanced diet such as a high intake of sugar, we will inform the parents of our observations to make sure they are aware of the situation. Parents and students must check the monthly menu to determine which days offer a meal they like. Whether packing or buying, each child is expected to eat the lunch they have that day. Students should not offer money to another child to purchase snacks/meals if the meal is not to their liking. Carbonated beverages are not permitted. Also, beverages of any kind served in a can are not allowed.

In the lunchroom, we will be using a colored card system to aid the children in recognizing the appropriate noise level. At the end of each table will be a holder for a green, yellow or red card. Each table will begin the lunch period with a green card (green signifies that the noise level is acceptable). If a majority of the students at that table begin to raise the level of noise to an inappropriate volume, a yellow card will be placed in the holder as a warning to the students. If the noise level continues to increase, a red card will be put in the holder. Should that occur, the table with the red card must remain quiet (no talking) for a period of time (e.g., two minutes). When the lunchroom aide believes the children have had a sufficient ‘calming down’ period, she will replace the red card with a green. Tables that do not receive a yellow or red card during a lunch period will be one of the first to be dismissed for recess. Those with a red card still showing at the end of the lunch period will be released last. Individual students who exhibit unacceptable behaviors will:

1. Receive a verbal warning from the aide.
2. Be moved to another table for the rest of the lunch period.
3. Be removed to the Principal’s office for the rest of the lunch period and/or moved to another table for an extended number of lunch periods. Parents will also be contacted at this step.
4. Conference with parent and student.

In extreme situations where the misbehavior threatens the safety of others, or results in the damaging of property, the following additional steps will be followed:

5. Emergency removal
6. Suspension
7. Expulsion

In regards to the consequences listed above, if a student continually exhibits the same inappropriate behaviors, or commits an offense that affects the well being of others or results in the destruction of property, disciplinary action will be taken at the step deemed proper in relation to the infraction. Also, at any point in the process, the guidance counselor may be contacted for assistance.

Money: Students are responsible for money brought to school. Lunch, milk or ice cream money should be kept in a coin case/purse, pocket, or envelope. Loose money is easily lost. Also, caution your child not to set the money down unguarded where it may create a temptation or to show the money to anyone unless a purchase is being made. Please teach your child that finances are a personal responsibility.

Payment for special programs should be in the form of a check made out to “Mayfield City Schools” and placed in a sealed envelope, marked with both your child’s and teacher’s names on the outside. Checks will be collected by the teachers.

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

Parent Accountability: As a parent, you are important to your child's success in school. We are counting on you to:

1. Send your child to school regularly, on time, and notify the school immediately of any absence.
2. Please schedule vacations during school holidays.
3. Provide a regular time and place where your child can do homework undisturbed.
4. Check homework to make sure it has been completed according to directions and offer help, not answers.
5. Return forms to school promptly.
6. Schedule and attend Parent/Teacher Conferences and establish good school/home communication.
7. Be involved in school activities.
8. Be willing to contact the teacher and/or schedule a conference when a question or concern arises.
9. Be sure your child is dressed appropriately for learning and for the weather.
10. Provide a nutritional breakfast and lunch or lunch money daily. Research has proven that a healthy breakfast contributes to a child's readiness to learn.
11. Support school rules, procedures, and discipline.
12. Label any personal items.
13. Supervise students and siblings at extra curricular events.

Parent Visitation: We recognize and encourage parental involvement. Parents may request to visit the classroom or school by contacting the classroom teacher.

Physical Education: All children are expected to participate in physical education class. As with recess, if a child is able to ride the bus and attend school, (s)he should also be able to participate in physical education classes. The only exceptions are a physician's written request; a written parent request for the day the child returns to school following an illness; or a request by the teacher or Principal

Prohibited Items: Weapons and look-alikes, sharp objects, laser pointers, matches, lighters, tobacco, alcohol, and drugs are **PROHIBITED** in school or on the bus. It is also unacceptable to trade, sell, borrow, lend, give, and/or accept items or money in school or on the bus. Further school and district guidelines can be found in the Gates Mills School Discipline Guidelines.

Recess: Weather permitting, students participate in outdoor morning and lunch recess period each school day. Children should come to school dressed for outdoor weather. In the spring and fall, an extra outdoor garment is necessary because of the rapid changes in weather. In cold weather hats, boots, snow pants, mittens, and warm coats are recommended.

All students are expected to go outside unless the temperature is below 20 degrees or the wind chill is below 10 degrees. Generally, if a child is able to ride the bus and attend school, (s)he should also be able to go outside at recess. The only exceptions are a physician's written request; a written parent request for the day the child returns to school following an illness; or a request by the teacher or Principal. Students are asked to line up quietly before entering the building and to walk to their rooms in an orderly and respectful manner.

Procedures for monitoring the students during recess include the use of passes and a documented checklist system for recording misbehavior on a daily basis. The following consequences will be adhered to in addressing discipline problems:

1. Verbal warning
2. Time out period on playground/loss of specific privileges (e.g., swings)
3. Note home and loss of recess(es)
4. Conference with parent and student

In extreme situations where the misbehavior threatens the safety of others, or results in the damaging of property, the following additional steps will be followed:

5. Emergency removal
6. Suspension
7. Expulsion

In regards to the consequences listed above, if a student continually exhibits the same inappropriate behaviors, or commits an offense that affects the well being of others or results in the destruction of property, disciplinary action will be taken at the step deemed proper in relation to the infraction. Also, at any point in the process, the guidance counselor may be contacted for assistance.

Safety Plan: Our school has specific procedures to follow should we need to lockdown, evacuate or stay put for any period of time.

School Programs: Students are expected to participate in programs that are extensions of the regular school curriculum. These include the Holiday Family Night, Spring Musical and Graduation. Students are also expected to demonstrate appropriate behavior during these events. **Parents are responsible for their child(ren) at these events.** If parents choose not to have their child participate, the teacher should be notified.

Student Records: Many student records are kept by the teachers, counselors and administrative staff. There are two basic kinds of records—directory information and confidential records (refer to District Policy 8330). Confidential records contain educational and behavioral information that have restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents or a legal guardian. The only exception to this is to comply with state and federal laws that may require release without consent. Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The school must have the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

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

Student Recognition: Gates Mills students are recognized for their achievements in many ways throughout the school year in the individual classrooms. Positive reinforcement is the preferred form of recognition built into our school-wide discipline plan. More information on formal recognition programs will be sent out via the school newsletter.

Student Sign In/Out to School: A student who arrives at school after the 8:00 am starting time should report to the office accompanied by their parent before going to the classroom. The parent will sign in their child in the designated log folder located in the office. In the case of early dismissal, advanced notice to the teacher or office should be completed either in writing or by phone. Parents are to report to the office to sign out their child for early dismissal.

Student Use of the Telephone: Telephones are for official use in connection with school business. School telephones are not to be used for students to make personal calls unless authorized by the teacher or Principal. Students will not be called to the telephone except for emergency reasons.

Teacher Conferences: Parent/teacher conferences are scheduled during the first semester of each school year as indicated in the Mayfield City Schools' Calendar. Participating in a parent/teacher conference is an opportunity for both you and your child's teacher to get a better perspective on your child's educational growth and to share information which can benefit your child, the teacher, and yourselves. Preparing for the conference is essential for both teacher and parent. Following are tips that can help you prepare for the conference.

Before the Conference

1. Review your child's test scores, papers, projects, etc.
2. Prepare specific questions you would like answered.
3. Think about situations that might be affecting your child's behavior/performance and share this information with the teacher.

During the Conference

1. Be on time and conclude the conference on time.
2. Relax – your child is important to you and the teacher.
3. Ask for definitions or explanations of terms/things you do not understand.
4. Ask about classroom and homework expectations.
5. Find out how you can help your child be more successful in school.
6. If there are concerns, work out a plan and set up a time for follow-up with the teacher.

After the Conference

1. Follow up on all suggestions made at the conference and communicate results to the teacher.
2. Keep track of your child's progress at school and regularly review class work, homework, and tests.
3. Keep the lines of communication with the teacher open and feel free to share information and/or ask questions as needed to ensure your child's success.

Transfer Out of the District: If a student plans to transfer from Gates Mills, the parent must notify the school office. Records will be transferred to the new school via mail. Parents are encouraged to contact the school secretary for specific details.

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

Valuables: Students are not to bring items of value to school. These include jewelry, expensive clothing, electronic equipment (e.g., Game Boys, iPods), radios, tape recorders, and other non-essential items unless there is a specific need or request agreed to by the teacher and parent.

Visitors: To ensure the safety of our students and staff and maintain an orderly and secure learning environment, please note that all visitors, including parents, must report to the office immediately upon entering the building. The office will provide assistance including calling students to the office as needed. Visitors who have reason to leave the office area will be provided a badge. Staff members observing any adult moving through the building without a badge have been requested to direct them to the office. These guidelines include the lunchroom and playground areas. The cooperation of all in the above procedures indicated will be greatly appreciated. Volunteers will find badges by the sign-in sheet located in the office.

Volunteers: School volunteers are welcome! Our school provides many special opportunities for students made possible through volunteer efforts of parents and others. We expect all parents to give in some way, not only so that all children may benefit, but so that their own child gains a more positive feeling of seeing the home and school working together.

If you wish to volunteer in your child's classroom, please contact your child's teacher to discuss your interest. The PTO also maintains a list of activities for volunteers. All volunteers should report to the school office upon entering the building.

Weather Emergency: In the event of severe weather conditions, the Superintendent of Schools has the final responsibility for school closings and delayed openings. The primary consideration is one related to the safety and welfare of both students and staff. Please listen to local radio and television stations for information rather than contacting the school office.

Wednesday Packets: Each Wednesday, important school related materials and a newsletter will be sent home with your child. Please take the time each week to read the information enclosed. Those parents who have submitted their e-mail addresses to the school secretary will also receive a newsletter via e-mail each week.