

## **School Phone Numbers**

<b>Gates Mills School Office</b>	<b>440-995-7500</b>
<b>Principal</b>	<b>440-995-7500</b>
<b>School Clinic/Absence Report Line</b>	<b>440-995-7503</b>
<b>Guidance Counselor</b>	<b>440-995-7500</b>
<b>Custodians</b>	<b>440-995-7509</b>
<b>Transportation</b>	<b>440-995-7890</b>
<b>Fax Number</b>	<b>440-995-7505</b>
<b>School Psychologist</b>	<b>440-995-7821</b>
<b>District Superintendent</b>	<b>440-995-7201</b>
<b>Food Service Director</b>	<b>440-995-7835</b>

# **PARENT RESPONSIBILITIES**

## **Residency Requirements**

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

## **Enrolling in School**

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

- An original birth certificate (it will be copied and returned to you immediately)
- A complete copy of court papers allocating parental rights and responsibilities, or custody (if appropriate)
- Proof of residency (gas/electric bills, lease/purchase agreement); we will NOT accept a phone bill, driver's license or lease/purchase application
- Proof of immunizations
- Student's social security number (optional)
- Passport if applicable
- 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 Elementary will assist in obtaining the transcript if not presented at the time of enrollment. School fees must be paid at the time of enrollment.

## **Transfer Out of District**

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

## **Student Records**

The teachers and administrative staff keep student records. There are two types of records - directory information and confidential records. Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents or a legal guardian. The only exception to this is to comply with State and Federal laws that may require release without consent. Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. The school must have the parents' written consent to obtain records from an outside professional or agency.

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

### **Directory Information**

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

### **School Fees**

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

The criteria utilized for the determination of financial need will be eligibility for free or reduced lunch through the District's food service program. 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.

### **School Supplies**

You are responsible for providing school supplies for your child. A list will be given to you at the beginning of the year. You can also find these lists online at [Mayfieldschools.org](http://Mayfieldschools.org). As supplies run low, your child's teacher may request additional supplies.

### **Pre-Paid Lunches**

Students may purchase a lunch or bring a sacked lunch. In order to ensure that a student always has a lunch available, parents may prepay lunches by submitting a check (made payable to *Mayfield Food Service*) in the green envelopes provided by the office in the amount you wish. You can also pay via credit card or checking account on-line at [www.myschoolaccount.com](http://www.myschoolaccount.com). In order to access your child's account you need the six digit student ID number located on their report card or by calling the office. Parents can also view their child's account balance and most recent transactions at the same website or by linking from the district's website: [www.mayfieldschools.org](http://www.mayfieldschools.org). Menus are also posted on the website. Students will identify their account by a finger scan; this system frees students from fumbling with cash or tickets and allows parents to monitor what their children are eating for lunch.

### **Attendance**

Attending school is both necessary and the law. State law requires school attendance until the age of eighteen. Students who do not maintain good attendance may fail, 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.

Student attendance rules:

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

Tardiness: Students who are not in their classrooms by 8am shall be considered tardy. Tardiness establishes a negative habit and disrupts the classroom; those students start their day a step 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. Only students with a permission pass from the office will be permitted into the classrooms after 8am.

Students are expected to attend school regularly and daily attendance records are kept. When children are ill, they should be at home. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance. 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 7 absences/tardies, the parent(s) will receive a notification letter
- At 10 absences/tardies, the parent(s) will receive a call from the principal
- At 15 absences/tardies, the parent(s) will have a conference with the principal to jointly develop a plan to address the excessive absences/tardies

Students with Outstanding Attendance (no more than two absences and/or two tardies) will receive a certificate at the end of the school year.

### **Missed Assignments/Absence Procedures**

An excused absence allows the student to make up all possible work. It is the responsibility of the student (and parents whose child is in grades K-4) to obtain missed assignments. Make-up work can be requested for students who have been absent. Requests should be made to the office **by 9am**. Work can be picked up in the office between 2:30-3pm on the day the request is made or sent home with either a sibling or classmate. 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.

### **Reporting Absences**

Your child's well being throughout the day is very important to us, so we ask whenever your child will be absent or tardy, that you communicate this information to the Gates Mills School so we know not to expect him/her at school. **All student absences** (at anytime, day or night) are to be called into the clinic at 995-7503 before 8:30am. Please give the student's name and the reason for the absence; i.e. illness (also include the child's symptoms), funeral, out of town, or doctor's appointment.

### **Arrival Procedures**

Gates Mills School opens at 7:30am, therefore, students should not arrive before 7:30am as there is no adult supervision available before that time. Students are to report to the gym between 7:30-7:50am. At approximately 7:50am, students will be dismissed to their classrooms by the staff member on duty. We ask that parents bringing their children to school not arrive before 7:45am.

Students who are not in their classrooms by 8am shall be considered tardy. A student arriving after 8am **must** go directly to the office, accompanied by a parent/guardian, to sign the office register. The student then will be given a pass prior to going to class.

### **Morning Drop-Offs**

Parents who choose to drive their child(ren) to school should drive **SLOWLY** 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 in a timely fashion. **If you need to go into the building, please park your car in the upper back parking lot or lower parking lot.** **Under no circumstances are you to leave your car unattended at the west entrance and enter the school.** We have had numerous complaints in the past about car(s) being parked at this door and parents lined up in the driveway attempting to drop off their children on time. This is a safety factor and your cooperation is greatly appreciated.

### **Dismissal/Transportation Procedures:**

Riding the bus is a privilege. In order to assure that the bus ride is safe for all students, please read the transportation guidelines distributed by the Transportation Department (995-7890) and sent home the first day of school with your child. We 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.

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

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

- Students leaving during the school day must be signed out in the office by a parent or authorized person. Do not go directly to the classroom to pick up your child. Please go to the office and your child will be called to the school office for early pickup. If the student returns the same day, he/she must be signed back in at the office.
- After school supervision of students by Gates Mills staff is not available beyond 2:45pm. When a student is not picked up, staff will make every effort to contact people listed on the child's emergency card.
- **If no notification has been received by dismissal, your child will follow his/her normal dismissal procedure.**
- Kindergarten students **MUST** be met at the bus stop by an authorized adult.
- School bus discipline
  - Consequences are at the discretion of the principal depending on the circumstances (may include removal from bus). Serious misbehavior on the bus may also be cause for consequences up to and including suspension or expulsion from school.

### **Handicapped Parking**

A person must have a handicapped sticker or sign to legally park in a handicapped parking space. If parents park there illegally, they are doing so at the expense of those with valid stickers.

### **Medical Appointments**

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

### **Vacation During School**

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

### **Parent/Teacher Conferences**

Conferences provide an excellent opportunity to get to know your child's teacher and discuss your child's progress to date. Conferences are a time for parents to meet with teachers to receive information about the student's academic progress, developmental skills, and social skills. Teachers look forward to meeting with you so please make every effort to attend. Please reschedule if you are unable to attend the scheduled conference. It is particularly important that these experiences be constructive and deal with specific issues involving the child's best interest as the first priority.

Parent/Teacher conferences are scheduled during the first semester of each school year as indicated in the Mayfield City Schools calendar. Conferences are scheduled for specific dates during the year. However, conferences are always welcome. Parents should CALL AHEAD for an appointment to be sure the teacher will be available. It is not appropriate to hold an impromptu conference in the hallway, or at a school event such as Parent Orientation, Open House, a PTO program, etc. due to the teacher's additional responsibilities and the number of parents and children at these events.

Being prepared for a parent/teacher conference can make the conference a rewarding experience. You can help in this process by doing the following:

- Make a list of questions for discussion beforehand. Ask specific questions rather than talking in general terms.
- Share important information about your child such as special health needs or problems, special interests and activities, relationships with siblings and peers, home behavior, etc.
- Gather general information about the school. Ask questions about school services, programs and activities.

### **Child Custody**

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

### **Non-Residential Parents**

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

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

### **Parent Visitors**

We recognize and encourage parental involvement! Parents may request to visit the classroom by contacting their child's teacher in advance. Visitors are carefully monitored. We enforce the Ohio law that requires ALL visitors to report to the office upon entering the school and before visiting classrooms to sign in. Any visitor found in the building without signing in will be reported to the principal. If a person wishes to confer with a member of the staff, he/she should call for an appointment PRIOR to coming to the school in order to prevent any inconvenience. Please report to the office when bringing children to school, picking them up during the school day and/or delivering any items to school.

On occasion, a parent may wish to observe their child in the classroom setting or have a trained representative observe their child for the purposes of collecting data to make informed educational decisions. In order to protect the privacy rights of other students and to limit the disruption of the normal classroom operation, you may request guidelines that need to be followed when an observation is scheduled.

### **Parent Volunteers**

Gates Mills Elementary considers its parent volunteers an extremely vital resource. Our school provides many special opportunities for students, and many of these experiences are made possible through the volunteer efforts of parents and others. We expect all parents to give in some way, not only so that all children may benefit, but also so their own child gains a more positive feeling of seeing the home and school working together. Please contact your child's teacher if you wish to volunteer in the classroom. If you wish to volunteer in any part of the school, please contact the office or the PTO President if you have the time or special skills you can donate to make our school a better place for students to learn and grow. In addition, the Central District Office maintains a list of district-wide activities for volunteers; contact Adult Volunteer Services, 995-7212.

### **Classroom Parties**

The PTO sponsors three parties each year. Should we have a snow day when a party is scheduled; the party will be held the following school day. Should the winter party fall on a snow day, the party is cancelled. 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 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. Open lines of communication will foster a positive learning experience for your child.

### **Parent Accountability**

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

- Send your child to school regularly and on time and notify the school of any absence.
- Please schedule vacations during school holidays.
- Provide a regular time and place where your child can do homework undisturbed.
- Check homework to make sure it has been completed according to the directions and offer to help without giving answers.
- Return forms to school promptly.
- Schedule and attend Parent/Teacher conferences and establish good school/home communication.
- Participate in school activities.
- Contact the teacher and/or schedule a conference when a question or concern arises.

- Be sure your child is dressed appropriately for learning and for the weather.
- Provide a nutritional breakfast and lunch or provide lunch money daily. Research has proven that a healthy breakfast contributes to a child's readiness to learn.
- Label any personal items your child brings to school.
- Support school rules, procedures, policies, and discipline.
- Supervise students and siblings at extracurricular events.

## **STUDENT RESPONSIBILITIES**

A major component of the educational program at Gates Mills School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### **Expected Behaviors**

Each student shall be expected to:

- Abide by national, state and local laws, as well as, the rules of the school
- Respect the civil rights of others
- Act courteously to adults and fellow students
- Be respectful to themselves, others and property
- Be prompt to school and attentive in class
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background
- Complete assigned tasks on time and as directed
- Help maintain a school environment that is safe, friendly, and productive
- Act, at all times, in a manner that reflects pride in themselves, their family, and school

### **Study Skills**

Specific skills and techniques can make learning easier and more enjoyable. The following are guidelines for achieving good study habits:

- Come to class prepared with pencils, paper, and other necessary materials.
- Be an active participant in class. Listen well and take part in class activities.
- Ask questions to clarify problems.
- Plan your day and schedule time for homework.
- Use what is learned and apply it to new situations.
- Strive to do the very BEST work possible. Just "getting by" is not a worthwhile goal.

### **Grading Periods**

Students shall receive report cards at the end of each nine-week period. These report cards will indicate their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failing a subject, notification will be provided to the parents so they may conference with the teacher regarding actions that can be taken to improve performance.

### Grading Policy

Daily, students will be held accountable for academic work given at their individual achievement level or according to their Individualized Education Plan (IEP) goals. Third and fourth grade students will be given a conduct grade, as well as, letter grades based on the following scale:

90-100	= A
80-90	= B
70-80	= C
60-70	= D
Below 60	= E (Failing)

All fourth and fifth grade students are eligible for the Honor Roll at the end of semester (January and June). Grades in reading, writing, mathematics, social studies, and science are considered for placement on the Honor Roll. In determining eligibility for the Honor Roll, over the course of the semester, one grade of "C+", "C" or "C-" in each quarter is permitted (total of 2 for the semester). Any grade of "D+", "D", "D-", or "F" in either of the two quarters disqualifies a student from the Honor Roll. The student's grade in the subject area measures academic achievement only; work skills and effort are not factored into the subject area grades.

Students must also demonstrate consistent effort and appropriate work skills to be eligible for the Honor Roll. A student must receive an "+" in at least 70% (7 out of a possible 10 each quarter) in the effort and work skills areas assessed in the 5 subjects (reading, writing, mathematics, social studies, and science) in each quarter.

Students who are on Individualized Education Plans will be graded according to their established IEP goals. These students are eligible to receive Honor Roll recognition based on the guidelines for all fourth and fifth grade students.

Students who have a grade point average of **3.6 or above** are eligible for the Distinguished Honor Roll. Students who have a grade point average of **3.0 - 3.59** are eligible for the Merit Honor Roll.

### Student Assessment

To measure student progress, students will be tested in accordance with State standards and district policy. Standardized tests are given to students in other grades to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and to assign grades. These are selected or prepared by the teachers to assess how well the students have achieved specific objectives. These tests are extremely important, therefore, every effort must be made to attend school on all test days and to arrive promptly. Before any test administration, students need to have a nutritious breakfast and get plenty of rest.

### Homework

All students are expected to achieve to their highest potential. To accomplish this, students must have the additional practice and reinforcement that homework provides. Homework is a method of extending academic learning into the home, providing drill and practice, and preparing the student for the next school day. Student grades will reflect the completion of all work, including outside assignments.

Board Policy requires a graduated plan for home assignments in the elementary school. Homework should be an extension of the classroom and should be understood by all students. Homework is to be completed by students and not parents unless otherwise instructed by the teacher. There may be times when parents need to offer assistance, however, any problems that arise should be brought to the teacher's attention.

The Gates Mills staff believes all students, beginning in kindergarten, can benefit from homework assignments. Obviously, the length and type of homework will greatly differ between kindergarten and fifth grades. The suggested time for assignments (exclusive of home reading) should not exceed: 1<sup>st</sup> grade – 10 minutes; 2<sup>nd</sup> grade – 20 minutes; and 3<sup>rd</sup> grade – 30 minutes. These times are not necessarily on a daily basis. In the upper grades, the suggested homework times are as follows: 4<sup>th</sup> and 5<sup>th</sup> 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.

Generally, homework will not be used for disciplinary reasons, but only to enhance learning. If a student does not finish the daily assignments in school, he/she may have to complete these assignments at home. 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 distraction such as the radio or television.

### **Friday Packets**

Every Friday throughout the school year, important school related materials and a newsletter will be sent home with the oldest child. Please take the time each week to read the information enclosed. Those parents who have submitted their email addresses to the school secretary will also receive a newsletter via email each week. Also, look for pertinent information posted on the district web page ([www.mayfieldschools.org](http://www.mayfieldschools.org)) each week.

### **Money Brought to School**

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. All should be marked with the child's name. Loose money is easily lost. Parents need to caution their child not to set the money down unguarded and not to show the money to anyone unless a school-related purchase is being made. Parents need to teach their child that finances are a personal responsibility. Payment for special school sponsored programs must be in the form of a check or money order made payable to Mayfield City Schools and placed in a sealed envelope, marked with both your child's and teacher's names on the outside. Cash will not be accepted. Checks will be collected by teachers.

### **Birthday Procedures**

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. We are asking that **only individually pre-portioned treats** (e.g., cupcakes, brownies, cookies, Rice Krispie treats and individually pre-packaged treats) **be sent in to school**. Absolutely **no goodie packets are to be sent in to school**. Treats may be delivered to the classroom before school starts (or brought to the office after 7:55am) and the teacher will distribute the treats at lunch or at the end of the day.

For students with specific allergies, their parents should send in birthday snacks to the clinic for their child in the event of a classroom party. Because of the uncertainty of when parties will be held, it is suggested that a small supply of treats be sent in for your child.

Invitations to parties **are not to be given out at school** unless the **entire class (or if a boy party, all of the boys; if a girl party, all of the girls) is invited**. Feelings are easily hurt by these actions. If only a certain number of students are being invited to a party, **please mail the invitations from home**. Children may ride the school bus to the party if the office is notified the day before and if the bus has room to handle the increased numbers.

### **Student Sales**

No student is permitted to sell any item or service in school unless it is part of a class project.

### **Pets**

As a health precaution we are asking that all pets be kept outside unless otherwise cleared through the office. Many students are allergic to animal fur and dander and some students have a severe fear of animals. This ruling also applies to dismissal time.

### **Toys**

Personal toys are to remain at home. The school cannot take responsibility for the loss or destruction of personal toys. The school provides play items for indoor and outdoor recess.

### **Lost and Found**

Students who have lost items should check the lost and found to retrieve their item(s). Students are responsible for all items brought to school. These items should be properly marked with the student's name and any other pertinent information. Unclaimed items will be given to charity at the end of the school year.

### **Telephone/Cell Phones**

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, secretary or Principal. Except in an emergency, students will not be called to the office to receive a telephone call. 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.

## **DISCIPLINE POLICIES AND PROCEDURES**

### **Lunchroom Procedures**

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](http://www.myschoolaccount.com). Please do not send in cash for prepaid lunches. If the student does not have money in their lunch account, cash or a packed lunch, he/she will be given a cheese sandwich and a drink.

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 aid 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:

- Receive a verbal warning from the aide.
- Be moved to another table for the rest of the lunch period.
- Be removed to the Principal's office for the rest of the lunch period and/or moved to another table.
- 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:

- Emergency removal
- Suspension
- 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.

### **Recess Procedures**

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.

Students are supervised during recess to assist in providing a safe play environment. The following consequences may be adhered to in addressing discipline problems:

- Verbal warning
- Time out period on playground/loss of specific privileges (e.g., swings)
- Note home and loss of recess(es)
- 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:

- Emergency removal
- Suspension
- 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.

### **Bus Rules**

- Walk to and from the school bus when entering and exiting the building.
- Walk on the pavement only.
- Use only the bus and bus stop assigned to you.
- Orderly behavior is required at the bus stop.
- Remain seated and facing the front when the bus is in motion.
- Talk quietly and make no unnecessary noise.
- Do not talk to the driver unless it is necessary.
- Keep heads and arms inside the bus.
- Do not litter the inside of the bus or throw anything out the window.
- Keep hands and feet to self.
- Be respectful to occupants of other vehicles, pedestrians, bus driver, and other bus riders.
- Follow the bus rules displayed at the front of the bus.
- First report is a warning; second is loss of recess time; third is loss of bus riding privileges for a short period; fourth is a parent conference and a longer loss of bus riding privileges.
- In situations where the infraction is of a very serious nature, the student may be immediately suspended from the bus.

The Bus Driver will deal with inappropriate school bus behavior. Severe and/or persistent inappropriate behavior will be referred to the Principal. Consequences are at the discretion of the Principal depending on the circumstances (may include removal from bus). Serious misbehavior on the bus may also be cause for consequences up to and including suspension or expulsion from school.

**\*Please note: Parents are NOT permitted to remove children from the bus at the end of the day on school property unless approved by the school personnel. Contact the office if you need to retrieve your child from the bus. We have radios that communicate with the buses. Please be aware that many Mayfield busses are equipped with cameras.**

### **Gates Mills Way**

Gates Mills School is a very special place. It is a great school because we are like a big family here. Just like a real family, everybody plays an important role. To be successful in any family you have to show respect. All families have rules. Our family at Gates Mills has rules as well. When we follow these rules we are doing things the "Gates Mills Way."

- Respect Yourself
- Respect Others
- Respect Property

**Please refer to the Gates Mills Way matrix/guidelines on the following page:**

### **Damage to Property and Use of Equipment**

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 safekeeping of any equipment or facility they are allowed to use. If a student does damage to, or loses school property, the student or his/her parents will be required to pay for the replacement or repair costs. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Conduct Code.

### **Prohibited Items**

Weapons and look-alikes, laser pointers, sharp objects, matches, lighters, tobacco, alcohol, and drugs are PROHIBITED in school or on the bus. To trade, sell, borrow, lend, give, and/or accept items or money in school or on the bus will not be tolerated.

### **Zero Tolerance on Prohibited Items**

Dangerous weapons, other devices designed to inflict bodily harm, look-alike weapons (including toy guns and knives), tobacco, alcohol and illegal drugs are prohibited in school or on the bus. Possession of these objects may result in suspension with possible recommendation for expulsion.

## **HEALTH INFORMATION**

A School Nurse or a Healthcare Paraprofessional (HCPP) staffs the clinic during school hours. A School Nurse is on call at all times for major emergencies and consultations. All staff refers students to the clinic when illness or injury occurs during the school day. The clinic staff follows approved first aid procedures. If appropriate, the student will be cared for and sent back to class. A parent will be called if a child is too ill or injured to remain in school. The Emergency Card will be used, calling the parents first. If unable to reach parent the other contacts will be called. Contacts should know in advance they may be called when parents cannot be reached. Your child will be released only to the custodial parents or to the person designated by the custodial parent on the Emergency Card.

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

### **Medical Authorization for Emergencies**

The Mayfield City Schools Board has established a policy for every student to have a Medical Authorization for Emergencies Form (Emergency Card) completed and signed by his/her parent or legal guardian. The main purpose of the card is to provide the school with parental/guardian instructions and consent in the event your child has a medical emergency while under school authority. In addition, failure to return the completed form to the school will jeopardize a student's educational program as it is required for participation in field trips and extracurricular activities on and off school grounds. The elementary schools and the middle school request that TWO cards are completed. It is important that these cards be completed accurately and returned to school immediately.

A child who becomes ill or injured will be sent to the clinic and the parents or designee will be contacted following the instructions on the Emergency Card. When a child is sick or injured and requires immediate medical services, every effort will be made to contact the parent so that he/she can make any emergency decisions. If necessary, EMS will be called and the child will be taken to the hospital. Another purpose of the Emergency Card is to provide significant health information and emergency medical treatment desired for your child. This includes the names of the doctor and dentist you wish to be contacted by EMS for your child in an emergency.

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

### **Immunizations**

**Your child's immunization record must be provided to the school for entrance.** You will be notified by Health Services if additional immunizations are required. Your child must be considered in process or fully immunized as detailed in the Ohio Revised code by the 15<sup>th</sup> day of school.

### **Screening**

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

### **Absence Reporting Due To Illness**

If a child is not coming to school, the parent must call the office to inform the school. The absence reporting numbers for the respective schools are: Center, 995-7400; Gates Mills 995-7503; Center 995-7350; Millridge 995-7250. If the parent knows the night before or early in the morning, they may leave a message on the office voice mail. The parent needs to do this as quickly as possible when aware of the absence. The parent should state their child's name and the reason for the absence. If the child is ill during the night or in the morning, the parents need to keep the child at home. Ill children do not learn well and could be exposing others to communicable diseases such as strep throat, fever, etc.

### **Illness or Injury at School**

When a child has been injured or is too ill to remain in school, the nurse or health paraprofessional will determine if the child should remain in school or go home. The child's parents will be required to pick up their child from school if the child's temperature is 100 degrees or higher, or if the child is vomiting, has diarrhea or a rash. It is expected that the parent will come within one hour of notification for their ill or injured child. The clinic cannot accommodate sick or injured children for a prolonged time.

The parents of children who have had surgery, been in the hospital, have had injuries that limit their activity, or have had serious illnesses causing lengthy absences should speak to the nurse or HCPP before returning their child to school. Children returning to school with casts, crutches, or splints must have a note from the doctor stating they may return to school and listing any activity limitations. We discourage crutch use at school for young children as they lack the coordination to safely use them.

### **Control Communicable Diseases and Pests**

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

Parents are requested to report to the student's school if their child has any communicable disease. This includes strep infections, impetigo, lice, scabies, etc. In the case of strep throat, children should **NOT** be sent to school while waiting for test results, specifically the 24 hour result. If strep has been confirmed, the child should not come to school before 24 hours after antibiotic treatment is initiated AND is symptom free. If your child is determined to have acquired lice, she/he needs to be "nit free" (no lice eggs on hair shafts). One of the clinic staff must clear your child for re-admission to the classroom.

Children should not return to school until wellness is assured for one full day and there has not been a temperature above 100 degrees for 24 hours. It is the parents' responsibility to keep their child home until the child is no longer contagious and feels well. We understand this can be difficult with parent work obligations. Be sure to be prepared with ill child day care plans made in advance.

### **Medication Administration During School Hours**

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

- Obtain a copy of the "Authorization for Medication to be Taken During School Hours" from the school nurse or the health paraprofessional.
- Complete and sign the top portion.
- Take the form to the child's doctor and have it completely filled out, for either prescription or non-prescription drugs, and signed and stamped by the doctor. THIS MUST BE RENEWED AT THE START OF EACH SCHOOL YEAR.
- The completed form must be returned to the school nurse before the first dose of medication can be administered. This form will be kept on file at school.
- Only staff trained by the school in administration of medications will administer the medication.
- Parents must deliver the medication to the school unless arrangements are made with the school nurse or the nurse's designee. EVERY TIME MEDICATION BROUGHT TO SCHOOL, THE PARENT MUST CONFIRM WITH THE CLINIC STAFF THE NUMBER OF PILLS or DOSES BROUGHT.

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

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

The pharmacy label directions must match the doctor's prescription order. The parent must ask for a second properly labeled container for use at school. When medication to be given is an over-the-counter type, the container must have:

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

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

### **Additional Medication Information**

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

Medications will be properly secured in the clinic. Medication must be delivered to school directly by the parent. This should be arranged in advance. A two to four week supply of medication is recommended. Medications CANNOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person. Any unused medication unclaimed by the parent will be destroyed by school personnel at the end of a school year (the day after the last school day).

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

A log for each prescribed medication shall be maintained 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.

## **STUDENT CODE OF CONDUCT**

In addition to the Gates Mills Way guidelines, the Mayfield Board of Education, in compliance with Ohio Revised Code 3313.66, has adopted 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**

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

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

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

**Rule 2. Inappropriate Behavior and Conduct**

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

**Rule 3. Fighting /Violence**

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

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

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

Students who cause damage to school property shall be subject to disciplinary measures, including suspension and possible recommendation for expulsion. The parent of the student will be financially liable for such damage. Students over eighteen (18) years of age shall be liable for damage they cause. It shall be the policy of the Board to vigorously pursue recovery of all damages from students and parents. Vandalism and disregard for school property will not be tolerated.

**Rule 5. Theft**

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

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

**Rule 6. Dangerous Weapons and Instruments**

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

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

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

#### **Rule 7. Use of Prohibited Devices**

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

#### **USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES**

- Cell phones and other electronic devices must not be visible inside the building during the regular school day (i.e. homeroom bell to the dismissal bell).
- Cell phones and other electronic devices must be turned off inside the building during the regular school day.
- To protect personal privacy and academic integrity, camera phones and phones equipped with calculators, Internet access and text messaging are prohibited during the regular school day.
- Any electronic device that can cause a disruption is not permitted in school at any time.

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

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

#### **Rule 8. Profanity and Inappropriate Language or Conduct**

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

#### **Rule 9. Use of Tobacco**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The School prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity.

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

#### **Rule 10. Narcotics, Drugs, and Alcohol**

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

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

The Mayfield City Schools 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. Violation of this rule may result in a minimum of three (3) days exclusion or suspension. Possession of gambling paraphernalia will carry the same penalty (football pools, NCAA pools, dice, cards, etc.).

#### **Rule 13. Falsification of School Work, Identification, Forgery**

Forgery of hall or bus passes and excuses are forms of lying and are a violation of the Student Code of Conduct subject to disciplinary action including detentions, exclusion and suspension. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Cheating on exams, quizzes or any assignment will result in "0" for the exam or assignment. Further cheating in the same grading period will result in failure for the grading period.

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

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

#### **Rule 15. Disruption of School**

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

#### **Rule 16. Out-of-Bounds**

Students who are in an unassigned section of the building (areas where the student is not scheduled, such as the gym stage, staff lounge, staff restrooms, etc.) or outside the building without permission (such as the parking lot or community center) will be considered out of bounds.

#### **Rule 17. Assault (physical or threatened)**

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

### **Rule 18. Insubordination**

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

### **Rule 19. Harassment, Intimidation, Bullying**

The School believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment, intimidation, or bullying of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive environment. Conduct constituting harassment may take different forms, including, but not limited to, the following:

#### **I. Sexual Harassment**

##### **A. Verbal**

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

##### **B. Nonverbal**

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

##### **C. Physical Contact**

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

#### **II. Gender/Ethnic/Religious/Disability Harassment**

##### **A. Verbal**

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

##### **B. Nonverbal**

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

##### **C. Physical**

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

**The determination of whether certain behavior constitutes harassment is based on the victim's perception of the incident, not that of the perpetrator.**

### **Due Process Procedures**

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

Positive actions by teachers to inspire correct behavior each day

Counseling by teachers, principals and guidance staff

Student conferences

Verbal Warnings

Parental conferences

Denial of privileges

Assignment of work

Suspension from class

Suspension from activities

Suspension from bus

Suspension from school

Referral to Juvenile Court

Expulsion by Superintendent

Formal Discipline removes the student from school. It includes emergency removal for up to 72 hours, suspension for up to 10 school days, expulsion for up to 80 school days, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Removal for less than one school day without the possibility of suspension or expulsion may NOT be appealed. Suspension, expulsion and permanent exclusion may be appealed. Suspension from co-curricular and extra-curricular activities may NOT be appealed.

#### Suspension Procedure

##### **DEFINITION**

The term “suspension” shall be understood to mean the removal of a student from the school premises and all related school activities for a period of time in excess of twenty-four hours but not more than ten school days.

When it becomes necessary for the Principal to suspend a student, the following procedure shall be employed:

1. The student shall be given written notice on the official school form of intention to suspend, the reason(s) for the proposed suspension therefore, the student shall be granted an informal hearing and shall have, at such hearing, an opportunity to question or dispute the reasons for the intended suspension or otherwise to explain his actions, and the right to appeal any action. The notice shall be given to the student as soon as practicable prior to the hearing.
2. The parent shall be notified, or contacted by telephone when possible, of the suspension. The suspended student is to be retained at the school until the parent is notified or until the close of the regular school day.
3. Within twenty-four hours after the suspension, a letter of notification will be sent home or mailed to the student’s parent(s) and will include:
  - a. the cause and length of suspension
  - b. the right to appeal such action to the Board of Education or its designee
  - c. the right to be represented by an individual of the student’s or parent’s choosing

The parent(s) shall be invited to come to the school as soon as possible to help effect a positive change in the behavior causing the suspension.

At the same time, copies of this letter shall be sent to the Treasurer of the Board and a copy shall be kept by the suspending school.

#### ***Emergency Removal Procedure***

##### **DEFINITION**

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

When a removal is to exceed twenty-four hours, a due process hearing will be held within 72 hours after the removal is ordered.

In all cases of normal disciplinary procedures where a pupil is removed from a curricular or extra-curricular activity for *less* than 24 hours and is not subject to further suspension or expulsion, the due process requirements of HB 421 *do not apply*. The provisions of HB 421 apply to *all* suspensions including “in school” suspensions.

In an emergency removal, a pupil can be kept from class until the matter of his misconduct is disposed of either by reinstatement, suspension or expulsion.

## ***Expulsion Procedure***

### **DEFINITION**

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

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

- academic progress
- classroom attitude toward learning
- attendance record
- citizenship standing
- relevant family circumstances
- anecdotal record of offenses
- teacher and counselor evaluations
- a resume of communications and conferences with parent(s) or others involved in the case

After 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 ORC 3313.66. Also, any penalty exceeding 26 or more days will be accompanied with information on social agencies indicating when and where a student may seek help.

## **SAFETY POLICIES & PROCEDURES**

### **Cancellation of School**

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

### **School Closing Information**

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

If school is to be closed, the Associated Press is informed by 6:30a.m. The AP flashes the news to area radio and television stations. If parents do not see or hear a snow-closing announcement about Mayfield Schools by 7:00a.m., they may assume the schools are open that day. The parents may also check the Mayfield City Schools web site at: [Mayfieldschools.org](http://Mayfieldschools.org). Parents should not call school officials, as their lines must be kept open for official communications.

Mayfield City School District closing information may be heard on any one of the following television and radio stations: ONN, WKYC Channel 3, WEWS Channel 5 - Newsnet5, PAX 23 News, TV FOX 8 – WJW Channel 8, WOIO Channel 19, WUAB Channel 43, WTAM 1100, WGAR 99.5, WHLO 640, WKDD 98.1, MAJIC WMJI 105.7, WMMS 100.7, MIX 106.5, KISS 96.5, WCRF 103.3, WELW – AM 1330.

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

### **Strangers**

The safety of children at school is a primary concern of the school staff. Visitors to the building are carefully monitored. Therefore, State law requires all visitors to report to the office before visiting classrooms.

Parents are expected to warn their children about talking to strangers and encourage reporting suspicious strangers to parents or teachers. In addition, parents are encouraged to watch for and report strangers loitering around the school or between home and school. Parents are expected to reinforce the school rules about safety regarding crossing streets, fighting, and other dangerous activities.

### **Drug Free Schools**

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

### **Fire, Tornado and Lock Down Drills**

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

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

Lock Down Drills will be practiced during the school year. While a lock down drill is taking place, all building doors will be locked for the duration of the drill.

## **SPECIAL SERVICES**

**Academic Enrichment Program (AEP)** - provides a program for students identified to receive academic enrichment

**English as a Second Language (ESL)** - provides a language program for students with limited proficiency in the English language

**Guidance Counselor** - available each day for individual, small group counseling, classroom guidance and parental support when requested

**Health Care Paraprofessional** – available daily for health care needs

**Music Teacher, Art Teacher, Physical Education Teacher and Librarian** - provide extended learning opportunities in the areas of vocal music, art, library, study skills, and physical education. These classes are scheduled on a weekly basis.

**Occupational and Physical Therapists** - available at scheduled times to meet with students identified as needing these services

**Reading Intervention Specialist** - available to assist students needing additional support in reading

**School Nurse** - available one day a week to facilitate medical needs

**School Psychologist** - available to diagnose and prescribe for the special needs of students

**Special Education Intervention Specialists** - available to assist students who are identified as having learning difficulties or differences in learning styles

**Speech and Language Therapist** - available daily to meet regularly with students identified as needing this service

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity to all students.

Any person who believes the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the district, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

Director of Special Pupil Services, 995-7240

The complaint will be investigated and a response, in writing, will be given to the concerned person within ten days. The Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

The Mayfield City Schools encourages all residents to participate in our programs and services. If you require accommodation to take part in a district program, please contact the Americans with Disabilities Act Coordinator, at 995-7240.