

Mayfield City Schools Student Handbook

◆ Elementary ◆

2022-2023

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

THE MAYFIELD CITY SCHOOL DISTRICT

Welcome to the Mayfield School District. The district is comprised of four communities; Gates Mills, Highland Heights, Mayfield Heights, and Mayfield Village. There are four elementary schools; Gates Mills, Center, Lander and Millridge. Be sure to check the district and each school's website for updated information regarding our schools and communities. <http://www.mayfieldschools.org/>

COVID-19 STATEMENT

The outbreak of the novel coronavirus otherwise referred to as COVID-19 has greatly impacted educational systems around the globe. Mayfield's elementary schools are committed to providing the highest quality education for all students and managing our response to the global pandemic in a safe, responsive, and flexible manner. Some of the items in the handbook may be subject to change based on the most up to date information regarding COVID-19.

BOARD OF EDUCATION

Ms. Sue Groszek, President
Mr. Jimmy Teresi, Vice President
Mr. Ron Fornaro
Mrs. Jolene Greve
Mr. Al Hess

CENTRAL OFFICE STAFF

Dr. Michael Barnes, Superintendent
Mr. Scott Snyder, Treasurer
Mr. Steve Nedlik - Assistant Superintendent
Dr. Patrick Ward, Director of Curriculum
Mr. Andy Fetchik - Director of Human Resources
Mrs. Denise Cirino, Director of Special Pupil Services
Ms. Victoria Loncar, Curriculum Coordinator
Ms. Laurie Uhlir, Director of Community Relations

ELEMENTARY SCHOOLS

Center School, Mrs. Kate Rateno, *Principal*.....440-995-7400
Center School, Mr. Jeff Schiller, *Assistant Principal*440-995-7420
Lander School, Mrs. Felecia Evans, *Principal*440-995-7350
Lander School, Mr. Jalen Brown, *Assistant Principal*440-995-7369
Gates Mills School, Mrs. Laurel Ravida, *Principal*.....440-995-7500
Millridge School, Mr. Craig Caroff, *Principal*440-995-7250
Millridge, Mrs. Steffani Cicerchi, *Assistant Principal*.....440-995-7310
Mrs. Colleen Harrison, *Coordinator Special Education/Preschool*...440-995-7242

TRANSPORTATION DEPARTMENT

440-995-7891 or 440-995-7890

Section I: General Information

ARRIVAL AND DISMISSAL PROCEDURES

Elementary schools open at TBD. Students may not enter the building until supervision is available.

Students must report to the classroom prior to TBD or are considered tardy. Students arriving after must go directly to the office, accompanied by a parent/guardian, to sign the office register.

No elementary student is permitted to ride a bicycle to school.

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

Early Dismissal/Pick-up

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the school office personally to request the release. No student will be released to a person other than a custodial parent(s), guardian or person(s) listed in Infinite Campus without verbal or written permission. If the child must enter or leave during the school day, it is required that the parent accompanies the child out of or into the building's office. Do not go directly to the classroom to pick up your child. Go to the office and your child will be called to the school office for early pickup.

1. Written notification is required and should be presented to the office at the beginning of the school day between TBD if the student's dismissal routine is changed such as:
 - Same bus, but to a different home
 - Different bus
 - Different bus stop
 - Not riding the bus as usual instead parental pick-up
 - No parental pick-up when usually does not take the bus
 - Going home with another adult
 - If you are a parent having students other than your own coming to your home after school, a note of authorization is also required.

2. After school, supervision of students is not available beyond TBD. When a student is not picked up, staff will make every effort to contact people listed in the child's Infinite Campus information. If no one responds, the police may be called.

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

ATTENDANCE

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

[Click here](#) for more information regarding the Mayfield City School District Attendance Policy.

Reporting Absence

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

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

The school will contact the parent/guardian if the child is not called in absent by 8:30 AM.

Excused Absence

Examples of reasonable excuses for school absences are Available [here](#).

It is the student's responsibility upon returning to school to check with the teachers to obtain make-up work and to turn the work in to the teacher(s). Make-up work may be requested for students who have been absent. Requests should be made to the teacher prior to 9:00 AM. Work can be picked up in the office between 2:30 PM and 3:00 PM on the day the request is made. Parents are strongly encouraged to access homework within our online platforms or email the teacher for assignments if the absence is more than two days. One day of make-up work is allowed for each day of absence.

Vacation during School

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

Extended Absence Request

By Mayfield City School's Board Policy, a student will only be allowed to miss 10 consecutive school days or 15 days unexcused absences a semester. Strictly interpreted the only excused absences are for personal illness, death in family, quarantine, detained by a parent for necessary work, and religious holidays.

School officials understand the need to leave the country for a period of time for family obligations. In the event of leaving the country for more than 10 consecutive school days, print the [Extended Absence Request](#), complete and bring to your student's school office. Your student will be withdrawn and be allowed to re-enter the district upon your return after the parent/guardian presents proof of residency (current utility bill and current lease agreement) to the Board of Education.

CUSTODY/SCHOOL RECORDS/FORMS

Child Custody

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

Non-Custodial 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.

Student Records

The teachers and administrative staff keep student 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 parent's 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 person(s) present to answer any question.

Residency

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

Parent must notify the school office about plans to transfer their child to another school and complete a [Withdrawal /Transfer Form](#). School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parent's written request and once all school fees are paid. Bring or mail the completed form to Pupil Services at Central Office so that your child is not considered truant.

SCHOOL FEES & LUNCH INFORMATION

Students are given access to instructional material. However, there is a fee for consumable materials and supplies used in the instructional program.

Paying for student fees and the school lunch program using a credit card may be handled by accessing the [Infinite Campus Parent Portal](#).

Mayfield School offers a free or reduced lunch program through the District's [Food/Nutrition Services](#). The student is also eligible to have fees waived or reduced. A waiver of confidentiality, free/reduced lunch program form [Free and Reduced Meal Information](#), may also be obtained through the school office. This form must be completed before a student's fee will be waived or reduced.

Students may purchase a lunch or bring a packed lunch. For more information, menus and necessary forms go to [Food/Nutrition Services](#).

STUDENT HEALTH

Health Information

All student health information can be found on the [Health Services](#) page.

Medical Authorization for Emergencies

The Mayfield City Schools Board of Education has established a policy for every student to have Emergency information entered into [Infinite Campus](#) by the Parent/Guardian. The main purpose of this information is to provide the school with parental/guardian instructions and consent in the event the child has a medical emergency while under school authority. In addition, failure to provide this information to the school will jeopardize a student's educational program as it is required for participation in field trips and extracurricular activities on and off school grounds. Another purpose of this information is to provide significant health information. This includes the names of the doctor and dentist you wish to be contacted by EMS for the child in an emergency.

It is important that the student's information be completed accurately and entered promptly upon enrollment, at the beginning of each academic year and if there are changes in the information during the school year through the [Annual OLR Update](#).

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.

TRANSPORTATION

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

Kindergarten students **MUST** be met at the bus stop by an authorized adult. For transportation routes and information go to [Transportation](#).

Safety Drills

The school complies with all safety laws and will conduct fire drills, tornado drills, lockdown drills and safety drills in accordance with State law.

Emergency Closing and Delays

Cancellation of school takes place only during circumstances such as extreme weather or equipment failure. The School Board and administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. Schools are not closed unless weather is severe. District police and service departments, area school districts, and the Mayfield Schools' snow clearing crews are consulted each time the weather is severe. The Superintendent of Schools has the final responsibility for school closings and delayed openings. The primary consideration is one related to the safety and welfare of both students and staff.

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

www.mayfieldschools.org. Please do not call school officials, as their lines must be kept open for official communications.

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

Visitors

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

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

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

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

Parent Volunteers

Each elementary building considers its parent volunteers a vital resource. Our schools provide many special opportunities for students, and many of these experiences are made possible through the volunteer efforts of parents and others. Volunteer opportunities that occur on a regular basis may require a background check. A confidentiality agreement must be on file in the office prior to volunteering in the school.

- Contact your child's teacher if you wish to volunteer in the classroom.
- If you wish to volunteer in any part of the school, please contact the office.
- You may also contact the president of your school's parent/teacher group if you have time or special skills you can donate to make the school a better place for students to learn and grow.
- In addition, the District Central Office maintains a list of district-wide activities for volunteers; contact the Director of Public Relations, 440-995-7222.

School Directory Information

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

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

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

Photographs at School Events

While it is permissible to take photographs of your own children at school events, it is not acceptable to photograph other children without parent/ guardian consent. We ask that all parents/ guardians refrain from taking pictures at school events which may include other children unless discussed with school administration.

Should the school event be one where it may be difficult not to include other students, such as a concert, play, or athletic event, we ask that no pictures are emailed, texted, posted to social media and/or online networking media, such as Facebook, Twitter, YouTube, Skype, blogs, Instagram, or other online platforms without the expressed written consent of all students parents/guardians in the photograph.

STUDENT GUIDELINES

Proper School Attire

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

Recess Policy

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

Birthday Policy

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

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

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

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

1. Invitations should go to the entire class.
2. Invitations may only be distributed prior to the start of the instructional day, during lunch or recess, or between 2:15 PM and 2:30 PM

Student Valuables

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

Scheduling and Class Assignment

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

Use of School Equipment and Facilities

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

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

Section 504 Manual for Identifying and Serving Eligible Students is on our website under Pupil Services [504 Policies and Guidelines](#).

SECTION II: ACADEMIC PROGRESS

Grading Periods

Parents and students have instant access online to grades and attendance updates through Infinite Campus. Report Cards are not mailed home. They are available online at the end of each marking period.

SECTION III – STUDENT CONDUCT

RULES AND REGULATIONS

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

Dangerous Weapons in School

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

The definition of a firearm shall include any weapon, or look-a-like (including a starter gun) which will or is designed

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

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

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

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

Drug-Free Schools

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

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

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

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

Gang Involvement/Activity

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

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

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

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

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

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

Bullying and Other Forms of Aggressive Behavior

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

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

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

Harassment, intimidation, or bullying means:

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

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

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

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

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

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

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

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

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

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

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

Complaints

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

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

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

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

Use of Computer Resources

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

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

- G. A student may use only his/her own password, as prescribed by the teacher, when using computers. A student may not alter another person's password, files, directories, or programs. A student may not access or attempt to access school or District networks, or student, financial, accounting, or personnel files.
- H. The use of telecommunications equipment is restricted to school related projects/activities, and its use must be supervised by a teacher, aide, adult volunteer, or other person authorized by and working for the school.
- I. No student is permitted without authorization and supervision by school personnel to establish or attempt to establish computer contact with internal or external computer networks, including free or commercial on-line services, or unauthorized databases, using either School District or personal equipment (or their own personal computers while in school).
- J. In some cases, students may participate in a teacher-planned activity that involves access to the Internet. The nature of the Internet makes it impractical to restrict users from accessing all potentially inappropriate sites. In fact, the greatest attribute of the Internet is its ability to locate a wealth of relevant and often unpredicted sources of information. While such an activity would only be permitted under the close supervision of a teacher, students may stumble onto an Internet site that is inappropriate, just as they might find an inappropriate TV program at home while clicking the remote control.
- K. Internet users or students in a position to use the Internet with school equipment (or their own personal computers while in school) must complete an Internet Use Consent Form, signed by the parent/guardian, and such form must be on file in the school prior to Internet use by a student. Internet access passwords will be issued only to those students whose parents agree to their use of the Internet. This shall also apply to any student in night school who is not independent of parental supervision.
- L. Students are expected to follow any guidelines on computer use given them by their teacher. Included in these, at a minimum, will be requirements that the students not use the school's Internet connections for:
- Commercial advertising
 - Using copyrighted material in reports without permission
 - Accessing or sending files containing pornographic/obscene materials
 - Sending or receiving messages which are a violation of the Student Code of Conduct including harassing/bullying e-mails or other electronic communications
 - Creating and/or placing a virus on the network
 - Revealing personal information, such as, telephone number or address of another person, or obtaining such information about another for the later purposes of harassing or intimidating that person
 - Committing deliberate violations of State or Federal law
 - Using any Internet service in offense of the rules of such service
 - Engaging in software piracy, such as, copying programs without authorization/payment of license fees
- M. Students must respect the capacity limits of available computer systems, and restrict their own use so as not to interfere unfairly with the activity of other users. Examples of capacity limits include: the number of computers in a given area, available disk space, on-line access time, and data transfer over a network.
- N. Students may not use school computers (or their own personal computers while in school) in any inappropriate way. Examples of inappropriate use include, but are not limited to: uploading, downloading, or viewing obscene, vulgar, threatening, or abusive language or materials; any illegal activity; any commercial transactions; any activity that violates another user's privacy, including use of or disclosure of another's password, address, phone number, or social security number.
- O. Computers are located in a variety of educational settings in the schools. .
- P. Violations of these guidelines shall result in loss of privileges to use District computer equipment and other

disciplinary action, up to and including suspension and expulsion. In addition, students will be assessed charges for deliberate damage to hardware or software.

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

Mayfield 1:1 Device Initiative

The mission of the 1:1 program for the Mayfield City School District is to create a collaborative learning environment for all members of the educational community. This environment will enable and support students and staff to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge.

HP Chromebook

The Mayfield City School District will be supplying students in grades 2-12 with a HP Chromebook device. This device will be the property of the district. The supplied device will provide each student access to educational materials needed for achievement during the school year. The Chromebook will allow student access to the G Suite for Education (formerly Google Apps for Education), Infinite Campus and other web-based educational tools required by the curriculum. The Chromebook is an educational tool and not intended for gaming, social media/networking or high end computing.

HP Chromebook Ownership

The Chromebook is considered district property while the student is at school in Mayfield. Students will be able to keep their assigned devices over each summer. **Students withdrawing from Mayfield City Schools must turn their Chromebook into the School Counseling Office on or directly prior to the student's last day of enrollment at Mayfield High School.** Upon the student's graduation, the device may become the property of the student and be classified as his or her own personal device.

Important to Know

- Students and parents will sign an agreement stating that they have been informed of the policies regarding Mayfield City School District's issuing of Chromebooks.
- Mayfield City School District's policies regarding Chromebooks can be found online at [www.mayfieldschools.org/Chromebook Policies.aspx](http://www.mayfieldschools.org/Chromebook%20Policies.aspx)
- The life expectancy of the HP Chromebook is 4 years. It comes with a 3-year warranty. The Mayfield City School District will cover the costs of the first repair. After this, all repairs to the Chromebook will be at the parent's expense.
- Web filtering – Internet access will be filtered while the student's Chromebook is connected to Mayfield City School District provided WIFI. Chromebooks will also have an after hours policy between the hours of 3:30 p.m. and 7:00 a.m. nightly (and every weekend) while the student is off campus.
- In accordance with Board Policy 7540.03, the following are the only categories that will be restricted during the previously mentioned after hours timeframe: Adult Content, Alcohol and Tobacco, Illegal Drugs, Pornography, Nudity, Violence and Terrorism, and Weapons.
- The Mayfield City School District and its employees **will not** be installing software onto a student's Chromebook that allows the district to remotely turn on a webcam or microphone while using the Chromebook.
- The Mayfield City School District is not responsible for any changes that Google makes to their system. In addition, the district will evaluate and implement any options that ensure student safety and proper

educational usage.

- Students are responsible for the general care of their Chromebook. Chromebooks that are broken, damaged, or fail to work properly should be taken to the tech squad for repairs.
- Students are responsible for bringing completely charged Chromebooks to school each day for use in their scheduled instructional periods unless otherwise specified.

Discipline

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

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

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

Suspension

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

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

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

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

Expulsion

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

student from all school attendance and related activities for a period not to exceed eighty (80) school days.

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

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

Due Process

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

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

Jurisdiction

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

STUDENT CODE OF CONDUCT

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

Part I –Rights and Responsibilities

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

Part II – Code of Conduct

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

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

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

of misconduct.

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

Rule 1. Truancy

A student shall not be truant from school. Truancy is defined as being absent from school for the day or any portion thereof without school authorization and parental consent.

Students are expected to attend school regularly. Attendance in school is often reflected in a student's grades and achievement. Many studies show that chronically absent students are less likely to be readers in the early grades and less likely to graduate.

House Bill 410 aims to encourage and support a preventative approach to excessive absence and truancy. The district will work to partner with parents to identify and redirect barriers to regular school attendance. The law defines excessive absence as a student who is:

- Absent 38 or more hours in a month with or without an excuse, or
- Absent 65 or more hours in a year with or without an excuse.

Within 7 days of your child reaching the number of hours identified, you will receive a letter. The district will need to work with you to develop a truancy intervention plan to prevent truancy in the future.

Further, the law defines habitual truancy as:

- Absent 30 or more consecutive hours without a legitimate excuse
- Absent 42 or more hours in one month without a legitimate excuse
- Absent 72 or more hours in one year without a legitimate excuse.

When a student is habitually truant, the district is now required to assemble an absence intervention team and meet with you to develop an absence intervention plan. Parents are an important member of the team. The purpose of the team is to identify specific barriers and solutions to attendance. The team will be composed of staff members who are familiar with your child and the programs at school as well as you, the parent. Once the plan is in place, the goal will be to see an improvement in school attendance. If the student refuses to participate in or has failed to make satisfactory progress on the plan within 61 days, the district is required to file a complaint in juvenile court.

Rule 2. Inappropriate Behavior and Conduct

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

Rule 3. Fighting /Violence

A student shall not act or behave in such a way as could cause physical injury to him/herself or to any other person. Fighting in school, on school buses, at school events, or on school property will not be tolerated. Students who fight will be suspended. In addition, a police report may be filed with the appropriate authorities.

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

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

Students who cause damage to school property shall be subject to disciplinary measures, including suspension and possible recommendation for expulsion. The parent of the student will be financially liable for such damage.

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

Rule 5. Theft

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

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

Rule 6. Dangerous Weapons and Instruments

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

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

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

Rule 7. Use of Prohibited Devices

Students are prohibited from using in school any device, instrument, substance, or object knowing it may facilitate a violation of any rule set forth in this code. This prohibition shall include, but is not limited to, substances and equipment that may cause damage to property or persons, and items that cause disruption

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

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

Rule 15. Disruption of School

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

Rule 16. Out-of-Bounds

Students who are in an unassigned section of the building or outside the building without permission (such as, in the parking lot, in the rear of the building) will be considered out of bounds.

Rule 17. Assault (physical or threatened)

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

Rule 18. Insubordination

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

Rule 19. Harassment, Intimidation, Bullying

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

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

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

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

Harassment, intimidation, or bullying means:

Any intentional written, verbal, graphic, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or "Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

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

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

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

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

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

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

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

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

Complaints

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

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

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

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